



**The Corporation of the Township of Malahide
COUNCIL AND COMMITTEE OF THE WHOLE MEETING AGENDA**

April 2, 2026 – 7:00p.m.

Hybrid Council Meeting (Virtual and In-Person)

Springfield & Area Community Services Building – Council Chambers

51221 Ron McNeil Line, Springfield & via Zoom

- (A) Call to Order
- (B) O Canada
- (C) Approval of the Agenda
- (D) Disclosure of Pecuniary Interest
- (E) Announcements
 - First Responder Wellness Week – Appreciation to Community Partners
- (F) Adoption of Minutes of Previous Meeting(s)
 - Council Meeting Minutes of March 19, 2026
- (G) Public Meetings & Committee of Adjustment
 - Court of Revision – Newell Drain
- (H) Delegations
- (I) Approval of Business (Consent Agenda)

Items listed under Approval of Business will be CONSIDERED in one motion, with the exception of those items identified for separate discussion, be approved and the recommendations therein (see draft resolutions) be adopted:

- PW-26-11 – Mailbox Policy
- (J) Unfinished Business
- (K) New Business
 - CLERK-26-04 – Use of Corporate Resources for Election Purposes Policy
 - CLERK-26-05 – 2026 Municipal Election – Establishment of Joint Compliance Audit Committee

(L) By-laws

- 26-17 – Restricted Acts
- 26-22 – Use of Corporate Resources for Election Purposes
- 26-23 – Municipal Election – Establishment of Joint Compliance Audit Committee

Committee of the Whole

(M) Business for Consideration

- HR-26-02 – Human Resources Policy Revisions

(N) Unfinished Business

(O) New Business

Council Members may bring new items for consideration but items for this section shall be introduced at the Approval of the Agenda

Committee of the Whole Adjourns

(P) Correspondence

Items listed under Correspondence are RECEIVED for information in one motion. Council members may request that one or more item(s) be separated for further action.

1. AMOWatchfile – March 19 and 26, 2026
2. Joint Board of Management Meeting Minutes – December 17, 2025
3. Elgin County Council Regular Meeting Minutes & Committee of the Whole Meeting Minutes – March 10, 2026
4. Elgin County Council Highlights – March 24, 2026
5. Letter from Aylmer Cemetery Board - Community Grants Program Application Approval
6. Long Point Region Conservation Authority Board of Director Meeting Minutes – February 4, 2026
7. Kettle Creek Conservation Authority Full Authority Minutes – February 11, 2026
8. Kettle Creek Conservation Authority Annual General Meeting Minutes – February 25, 2026
9. Ontario Energy Board Notice of a Meeting – Generic Review of the Model Franchise Agreement for Natural Gas
10. Ministry of Municipal Affairs and Housing – Province-wide Survey on Planning and Building Permitting Systems
11. Ministry for Seniors and Accessibility – Invitation to Nominate 2026 Ontario Senior of the Year Award
12. Township of Papineau-Cameron – Support for Ontario Veterinary College Expansion of Enrollment Capacity
13. Municipality of South Huron – Support for Township of Papineau-Cameron Resolution Regarding Ontario Veterinary College Expansion of Enrollment Capacity
14. Municipality of South Huron – Support for Township of McNab/Braeside Resolution Regarding Ontario Heritage Organization Development Grant Advocacy

15. Town of Saugeen Shores – Endorsement of Architectural Conservancy of Ontario (ACO) Proposal
16. Municipality of Bluewater – Request for Provincial Consultation and Transparency Regarding Potential Changes to English Public School Board Governance
17. Northumberland County – Support for Town of Cobourg Resolution Regarding ‘Elbows Up for Climate Action’
18. Northeastern Manitoulin and the Islands – Request for Ministry of the Environment to Reconsider Oil Grade Used in Tar and Chip Surface Treatment.
19. Ryan ULC – Support to Resume Regular Property Assessment Cycle

(Q) Closed Session

- Closed Meeting Minutes – March 19, 2026
- Labour Relations or Employee Negotiations Matter relating to Employment Contracts: Job Evaluation Reconsideration (Section 239(2)(d))

(R) Confirmatory By-law

(S) Adjournment

The Corporation of the Township of Malahide
March 19, 2026 – 7:00p.m.
Virtual Meeting - https://youtu.be/GnM_GqeZ4Js

The Malahide Township Council met at the Springfield & Area Community Services Building, at 51221 Ron McNeil Line, Springfield, at 7:00p.m. The following were present:

Council: Mayor D. Giguère, Deputy Mayor M. Widner, Councillor S. Leitch, Councillor J. Wilson, Councillor R. Cerna, Councillor S. Lewis, and Councillor C. Glinski.

Staff: Chief Administrative Officer N. Dias, Clerk A. Adams, Director of Public Works J. Godby, Director of Fire & Emergency Services J. Spoor, and HR Manager S. Loewen.

CALL TO ORDER:

Mayor Giguère took the Chair and called the meeting to order at 7:01p.m.

APPROVAL OF AGENDA:

No. 26-086

Moved By: Scott Lewis

Seconded By: Rick Cerna

THAT the March 19, 2026, Regular Council Meeting Agenda be approved as presented with the following amendment and addition:

- Amendment – Comments received from the Town of Aylmer regarding Public Hearing Application D13-MV02-26
- Amendment - Relocate Report PW-26-13 – MCP Concession Stand EOI to Section K: New Business

Carried

DISCLOSURE OF PECUNIARY INTEREST and the General Nature therefore:

Deputy Mayor Widner disclosed a pecuniary interest with respect to Section G – Meeting to Consider Baxter Drain. The nature of the conflict being that a Partner at Spriet Associates is an immediate relative of his.

ANNOUNCEMENTS:

None.

ADOPTION OF MINUTES:

No. 26-087

Moved By: John H. Wilson

Seconded By: Rick Cerna

THAT the minutes of the regular council meeting held on March 5, 2026 be adopted.

Carried

PUBLIC MEETINGS & COMMITTEE OF ADJUSTMENT:

Deputy Mayor Widner disclosed a pecuniary interest with respect to this agenda item. He retired from the meeting and abstained from all discussions and voting on the matter.

- Meeting to Consider – Baxter Drain – parts of Lots 21 to 25, Concession 6

No. 26-088

Moved By: Scott Lewis

Seconded By: Chester Glinski

THAT the Engineer's Report for the Baxter Drain be accepted;

AND THAT By-law 26-16 being a by-law to provide for the Baxter Drain drainage works be read a first and second time and provisionally adopted.

Carried

No. 26-089

Moved By: John H. Wilson

Seconded By: Sarah Leitch

THAT the tenders for the construction of the Baxter Drain be requested for April 8, 2026.

Carried

No. 26-090

Moved By: Sarah Leitch

Seconded By: Rick Cerna

THAT the Court of Revision for the Baxter Drain be scheduled to be held on April 16, 2026 at 7:00 p.m.

Carried

Deputy Mayor Widner returned to his seat at the Council table.

- Public Hearings

No. 26-091

Moved By: Scott Lewis

Seconded By: John H. Wilson

THAT the Committee of Adjustment for the Township of Malahide be called to order at 7:12p.m. and that Mayor Dominique Giguère be appointed Chairperson for the “Committee of Adjustment”.

Carried

- Public Hearing – Minor Variance Application – D13-MV02-26 – George Blatz – 212 Elk Street

Chair Giguère requested that Eric Steele of Monteith Brown Planning Consultants (MBPC) provided an overview of the application. He noted that comments were received from the Town of Aylmer after the submission of the report and reviewed those comments. Catfish Creek Conservation Authority also commented after the report was drafted and had no concerns.

Chair Giguère asked if any person in attendance wished to make any comments and there were none.

Chair Giguère asked if any Committee members wished to make any comments regarding the application. Councillor Leitch asked about access around the barn structure to reach the proposed dwelling. Mr. Steele referred to the setbacks, submitted materials, and the condition proposed by staff to ensure adequate width for emergency access.

Deputy Mayor Widner confirmed that the well and septic system would not present any issues, noting that waste collection may be the only concern. Mr. Steele agreed and indicated that the additional condition proposed by staff would address these matters.

No. 26-092

Moved By: John H. Wilson

Seconded By: Mark Widner

THAT Report No. DS-26-12 entitled “Minor Variance Application of George Blatz relating to the property located at Part of Lot 86, Concession STR, in the Geographic Township of Malahide (Southern Portion of 212 Elk Street, Malahide)” be received;

AND THAT the Township of Malahide Committee of Adjustment APPROVE Minor Variance Application No. D13-MV02-26 to permit a proposed maximum permitted lot coverage of 29%, where a maximum of 20% is required and to permit a minimum dwelling floor area of 81 m²,

whereas the By-law requires a minimum of 90 m²;

AND THAT the approval shall be subject to the following condition(s):

- 1) That the owner/applicant obtain the necessary Building Permit within 2 years from the date of the decision to the satisfaction of the Chief Building Official; and,
- 2) That the structure be constructed as per the details shown in the drawings as provided with the application to the satisfaction of the Chief Building Official.
- 3) That the owner obtains separate civic addressing for the proposed dwelling unit from the appropriate approval authority and that the owner provide adequate emergency access to the proposed dwelling unit, to the satisfaction of the Township of Malahide Fire Chief and the Chief Building Official.

Carried

- Public Hearing – Minor Variance Application – DS-26-13 – Gary J. Gerard – 48855 John Wise Line

Chair Giguère requested that Eric Steele of Monteith Brown Planning Consultants (MBPC) provided an overview of the application.

Chair Giguère asked if any person in attendance wished to make any comments and there were none.

Chair Giguère asked if any Committee members wished to make any comments regarding the application and there were none.

No. 26-093

Moved By: Scott Lewis

Seconded By: Rick Cerna

THAT Report No. DS-26-13 entitled “Minor Variance Application of Jessica Crocker & Timothy Brando (c/o 4thGStudio Inc.) relating to the property located at Concession 4 Part Lot 7 RP 11R5540 Parts 3 & 4 (48855 John Wise Line, Malahide)” be received;

AND THAT the Township of Malahide Committee of Adjustment APPROVE Minor Variance Application No. D13-MV01-26 to permit a maximum floor area for an internal Secondary Dwelling Unit of 108 m², where a maximum of 75m² is required;

AND THAT the approval shall be subject to the following condition(s):

- 1) That the owner/applicant obtain the necessary Building Permit within 2 years from the date of decision to the satisfaction of the Chief Building Official; and,

2) That the structure be constructed as per the details shown in the drawings as provided with the application (site location and architectural detail) to the satisfaction of the Chief Building Official.

Carried

No. 26-094

Moved By: Rick Cerna

Seconded By: Chester Glinski

THAT the Committee of Adjustment for the Township of Malahide be adjourned and the Council meeting reconvene at 7:22 p.m.

Carried

DELEGATIONS:

- The Ice Box – Presentation by Markus Hawco – Malahide Community Place Concession Stand Expression of Interest

No. 26-095

Moved By: John H. Wilson

Seconded By: Rick Cerna

THAT the presentation from Markus Hawco of The Ice Box regarding the Expression of Interest for Malahide Community Place Concession Stand be received for information.

Carried

- Competitive Edge Sports – Verbal Presentation by Dean Bezanson – Malahide Community Place Concession Stand Expression of Interest

No. 26-096

Moved By: Rick Cerna

Seconded By: Scott Lewis

THAT the presentation from Dean Bezanson of Competitive Edge Sports regarding the Expression of Interest for Malahide Community Place Concession Stand be received for information.

Carried

APPROVAL OF BUSINESS (CONSENT AGENDA):

None.

UNFINISHED BUSINESS:

None.

NEW BUSINESS:

- PW-26-13 – MCP Concession Stand EOI

No. 26-097

Moved By: Mark Widner

Seconded By: John H. Wilson

THAT Report No. PW-26-13 entitled “MCP Concession Stand EOI” be received;

AND THAT Council authorize staff to enter into an agreement with The Ice Box for the concession services at Malahide Community Place for the 2026 summer season.

Carried

- CLERK-26-02 – 2026 Municipal Election – “Lame Duck” Restricted Acts of Council Delegation Authority

No. 26-098

Moved By: John H. Wilson

Seconded By: Rick Cerna

THAT Report No. CLERK-26-02 entitled “2026 Municipal Election – “Lame Duck” Restricted Acts of Council Delegation of Authority” be received;

AND THAT Council direct staff to present the attached by-law at a future meeting for adoption, delegating authority to staff during any restricted acts period pursuant to Section 275 of the Municipal Act, 2001.

Carried

- CLERK-26-03 – Pre-Election Accessibility Plan

No. 26-099

Moved By: Sarah Leitch

Seconded By: Rick Cerna

THAT Report No. CLERK-26-03 entitled “Pre-Election Accessibility Plan” be received

Carried

- PW-26-09 – APAM SCADA Central Server Replacement and Hardware and Software System Upgrades

No. 26-100**Moved By: Scott Lewis****Seconded By: Chester Glinski**

THAT Report No. PW-26-09 entitled “APAM SCADA Central Server Replacement and Hardware and Software Upgrades” be received;

AND THAT in accordance with the Township’s Procurement By-Law, the Township of Malahide does hereby support Single Source acquisition of the APAM SCADA Central Server Replacement and Hardware and Software System Upgrades from Actemium Toronto Summa;

AND THAT the Director of Public Works be authorized to execute the required agreements with Actemium Toronto Summa on behalf of the Township of Malahide, Port Burwell Area Secondary Water Supply System and Aylmer Area Secondary Water Supply System for the SCADA upgrades further described in this report.

Carried

- PW-26-12 – College Line Reconstruction – Amish Settlement Area

No. 26-101**Moved By: John H. Wilson****Seconded By: Mark Widner**

THAT Report No. PW- 26-12 entitled “College Line Reconstruction – Amish Settlement Area” be received;

AND THAT Council direct staff to include the widening of College Line from Springfield Road to Springer Hill Road in future reconstruction projects in order to further support roadside safety within Malahide’s Amish Settlement Area.

AND THAT staff re-engage with the Amish Safety Committee to validate this recommendation and their input.

Carried

BY-LAWS:**No. 26-102****Moved By: Scott Lewis****Seconded By: John H. Wilson**

THAT the following by-laws be now read a first and second time:

- 26-16 – Baxter Drain

AND THAT the following by-laws be now read a third time and finally passed:

- 26-01 – Avon Drain
- 26-02 – Hotke Drain

AND THAT the following by-law be now read a first, second and third time and finally passed:

- 26-15 – Assuming Lands as Part of a Public Highway – College Line

Carried**COMMITTEE OF THE WHOLE:****No. 26-103****Moved By: Scott Lewis****Seconded By: Rick Cerna**

RESOLVED THAT we do now move into Committee of the Whole.

Carried

Director Godby presented the Mailbox Policy report for consideration.

The Committee discussed concerns regarding the proposed mailbox policy including potential gaps and areas that may require further consideration. Direction was given to staff to include a third option. The options should include replacement of both the mailbox and post; replacement of the post only with cash compensation for the mailbox; and a full monetary compensation option. The committee also discussed the possibility of implementing a retroactive option for the current season. It was also noted that the monetary value would be included into the user fee update, allowing it to be reviewed on an ongoing basis rather than requiring ongoing revisions to the policy.

No. 26-104**Moved By: John H. Wilson****Seconded By: Sarah Leitch**

THAT Report No. PW- 26-11 entitled “Mailbox Policy” be received;

AND THAT the Committee recommend that staff revise the Mailbox Policy and bring it to Council for approval.

Carried

No. 26-105

Moved By: Sarah Leitch

Seconded By: John H. Wilson

RESOLVED THAT we do now move out of Committee of the Whole and reconvene the regular council meeting.

Carried

CORRESPONDENCE ITEMS:

No. 26-0106

Moved By: Rick Cerna

Seconded By: Mark Widner

THAT item 15 be supported;

AND THAT the remaining items be noted and filed.

1. AMOWatchfile – March 5 and March 12, 2026
2. Catfish Creek Conservation Authority – Proposed Consolidation of Conservation Authorities, Eastern Lake Erie Region
3. Elgin County Council Regular Meeting Minutes & Committee of the Whole Meeting Minutes – February 24, 2026
4. Elgin County Council Highlights – March 10, 2026
5. Ontario Energy Board – Letter to EPCOR Natural Gas Limited Partnership – 2027 Demand Side Management Plan – Application in Abeyance
6. North Shore Resilience – March 2026 Public Open Houses
7. Long Point Region Conservation Authority – 2025 Annual Report & Financial Statements
8. Ministry of Environment, Conservation and Parks – Decision Notice on Proposed Boundary for the Regional Consolidation of Ontario's Conservation Authorities
9. Ministry of Environment, Conservation and Parks – Technical Briefing: Improving Ontario's Conservation Authority System
10. Municipal Engineers Association – 2026 MEA Bursary Awards Program
11. Ontario Small Urban Municipalities (OSUM) – 2026 OSUM Conference, Trade Show and Executive Committee Nominations
12. York Region – Support for Fair Recycling Collection Service Levels
13. Town of Whitby – Request for a Comprehensive Review of the Provincial-Municipal Fiscal Framework

14. Prince Edward County – Support for OPP – Sustainable Police Services Funding
15. Township of Rideau Lakes – Concerns RE Alto High Speed Rail Project (Bill C-15 Budget)
16. City of Ottawa – Proposed New Regulation under the Restricting Public Consumption of Illegal Substances Act
17. Township of McNab/Braeside – Support for Ontario Heritage Organization Development Grant Advocacy
18. Municipality of Markstay Warren – Resolution to Support Highway 11/17 Nation Building Improvements (Township of Joly)

Carried

CLOSED SESSION:

No. 26-107

Moved By: Scott Lewis

Seconded By: Rick Cerna

THAT Council move into Closed Session at 8:51p.m., pursuant to Section 239(2) of the Municipal Act, 2001, as amended, to discuss the following:

- a. Closed Meeting Minutes – March 5, 2026
- b. Labour Relations or Employee Negotiations Matter relating to the Corporate Services Department staffing (Section 239 (2)(d))

Carried

No. 26-10

Moved By: Rick Cerna

Seconded By: Sarah Leitch

THAT Council move out of Closed Session and reconvene at 9:20p.m. in order to continue with its deliberations;

AND THAT the March 5, 2026 Closed Meeting Minutes be adopted;

AND THAT there is nothing further to report.

Carried

CONFIRMATORY BY-LAW:

No. 26-109

Moved By: Sarah Leitch

Seconded By: Scott Lewis

THAT By-law No.26-18, being a Confirmatory By-law, be given first, second and third readings, and be properly signed and sealed.

Carried

ADJOURNMENT:

No. 25-110

Moved By: Mark Widner

Seconded By: Rick Cerna

THAT Council adjourn its meeting at 9:21p.m.to meet again on April 2, 2026 at 7:00p.m.

Carried

Mayor – D. Giguère

Clerk – A. Adams



REPORT NO. PW- 26-11 (Updated 2026-04-02)

TO: Mayor & Members of Council
DEPARTMENT: Public Works
MEETING DATE: April 2, 2026
SUBJECT: Mailbox Policy

RECOMMENDATION:

THAT Report No. PW- 26-11 entitled "Mailbox Policy" be received;

AND THAT Council to approve the revised Mailbox Policy

PURPOSE & BACKGROUND:

This policy is intended to establish appropriate and consistent response actions when private mailboxes located within the Township of Malahide's road allowances are damaged or impacted by vehicles undertaking maintenance activities on behalf of the Township.

Generally speaking, mailboxes and posts can be affected by the operation of a snowplow in two ways:

1. Mailboxes which are damaged or dislodged by the direct weight and force of snow thrown from the plow
2. Mailboxes which are physically impacted by the snowplow

In all cases when the Township receives a report of a mailbox being damaged due to Township maintenance activities, staff are dispatched to the scene to investigate.

Where it has been determined that the mailbox has been damaged or dislodged by the direct weight and force of snow thrown from the plow, the Township of Malahide bears no liability for such damage or impact and is only responsible to advise the mailbox owner of this policy's limitation should an inquiry be made.

If however the damage should, in the sole discretion of the Roads Department, result from the snow plow wing or any other part of the snow plow vehicle coming into direct contact with the mailbox, the mailbox shall be repaired and/or replaced with a new standard basic metal mailbox which meets the standards established by Canada Post and supported by a wooden post. It shall also be at the Township's sole discretion as to whether the damage can be repaired or replacement with new materials is warranted.

Damage to a mailbox resulting from contact with a Township vehicle undertaking maintenance activities other than snowplowing shall be repaired or replaced in the same manner as described above.

Property owners whose mailbox has been physically impacted by the Township are provided 2 options:

1. Township staff will repair/replace the damaged mailbox and/or post with a standard 100mm x 100mm (4" x 4") wooden post and a standard basic metal mailbox

Or

2. The Township will provide \$30 compensation to the property owner towards the repair or purchase and installation of a replacement mailbox. The new installation must meet Canada Post guidelines and shall be completed at the expense of the owner.

The \$30 reimbursement fee has been in place since 2014.

COMMENTS & ANALYSIS:

***See 2026-04-02 updates below.**

Staff have completed a review of mailbox claims from the past few years and summarized it below:

YEAR	TOTAL CLAIMS	APPROVED	DENIED	COMPENSATION REQUESTED
2026	41	32	9	2
2025	50	39	11	12
2024	10	6	4	1
2023	19	18	1	2
2022	25	19	6	2

As part of this review, staff have reevaluated the appropriateness of the \$30 compensation value.

For the purpose of the review, staff have made the following assumptions:

For a mailbox replacement by Township staff:

- one new standard basic metal mailbox

- one new 100mm x 100mm (4" x 4") wood post
- 30 minutes labour for two Roads Operators
- 30 minutes of equipment expense
- 45 minutes of administration time (investigation and paperwork by Foreman and Administrative staff)

For initial investigation and payment of compensation:

- 45 minutes of administration time (investigation and paperwork by Foreman and Administrative staff)
- Cost equivalency of standard basic metal mailbox
- Cost equivalency of 100mm x 100mm (4" x 4") wood post

The investigation and paperwork required for the average mailbox damage claim incurs approximately \$52 in administrative time and equipment costs, regardless of the outcome of the decision. This represents the staff and equipment time required to process the initial damage claim, attend the site to investigate the claim, and process the paperwork detailing the results of the investigation.

If damage has been determined to be due to direct contact with a plow and a repair or replacement is required, staff have determined that the average mailbox replacement completed by Township staff costs approximately \$118, for a total administrative and repair cost of approximately \$180.

Therefore it is recommended that the compensation offered to property owners who wish to purchase and install their own mailbox be increased to \$125.

Providing \$125 compensation will provide adequate coverage of the Township's investigative costs, while providing the property owner adequate funding to procure and install their own mailbox and post.

2026-04-02 updates:

1. Section 4.6 has been removed in its entirety as the clause was deemed redundant.
2. Section 6, Service Standards, has been added to provide clarity on timelines.

3. Retroactivity of Mailbox Compensation

During Council's discussion, the question was raised as to whether the proposed increase in the mailbox replacement compensation amount should apply to claims that were processed during the 2025–2026 winter season under the previous amount.

Staff have reviewed this and are recommending that the updated compensation amount be applied prospectively only, and not retroactively.

The primary reason for this approach is to ensure fairness and consistency. Claims that were submitted and resolved during the 2025–2026 winter season were processed based on the policy and compensation amount in place at that time. Reopening those claims would create challenges in applying the policy consistently across all residents.

For example, during the past winter season:

- some residents received a \$30 compensation payment
- some residents had their mailbox replaced directly by Township staff
- some residents may not have submitted a claim

If the new \$125 compensation amount were applied retroactively:

- residents who received \$30 may request an additional payment
- residents who received a replacement mailbox may request the higher cash value instead
- residents who did not previously submit a claim may now seek compensation

This would result in inconsistent outcomes and create administrative challenges in reviewing and verifying past claims.

Applying the updated amount moving forward ensures that:

- all residents are treated consistently under the same rules
- past claims remain closed and final

- staff can administer the policy in a clear and efficient manner

This approach is consistent with standard municipal practice, where policy and fee changes are implemented on a go-forward basis rather than applied retroactively.

4. Mailbox Replacement – Standard vs. Decorative Installations

A key consideration raised during Council's review is how the Township should respond in situations where a higher-value or decorative mailbox is damaged.

Rural mailboxes are privately owned and are typically located within the municipal road allowance, an area that is subject to regular road maintenance activities such as snowplowing, grading, and ditching. As a result, mailboxes are inherently exposed to a higher risk of incidental damage, particularly during winter operations where snow is discharged from plow equipment.

The intent of the policy is to strike a balance between:

- supporting residents in restoring mail delivery, and
- ensuring that taxpayer funds are used responsibly and equitably

Under the proposed approach, where the Township determines that damage was caused by a direct impact from municipal equipment, the Township may provide a replacement as a courtesy. However, this replacement is limited to a standard basic mailbox, regardless of the original design or value.

This approach reflects the principle that the Township's role is to restore basic service, not to replace upgraded or decorative private property.

For clarity, consider the following example:

A resident installs a decorative mailbox mounted on a custom wooden or masonry structure valued at \$500. During winter operations, a Township plow directly strikes the mailbox post, causing damage.

Under the policy:

- The Township may replace the mailbox or support post as a courtesy if direct impact is confirmed
- The replacement provided would be a standard basic mailbox and/or standard wooden post

- The Township would not replace or compensate for the original decorative structure

This ensures that:

- the resident is not left without mail service
- the Township provides reasonable assistance where appropriate
- taxpayers are not responsible for funding higher-end or customized installations

This approach is consistent with common municipal practice and reflects the realities of maintaining roads in a rural environment. Mailboxes located within the road allowance are subject to unavoidable exposure to maintenance activities, and the policy is designed to provide fair, consistent, and practical outcomes for both residents and the broader taxpayer base.

5. Range of Replacement Options

During Council's discussion, the question was raised as to whether additional options should be considered beyond full mailbox replacement or monetary compensation, such as replacing only the support post.

Staff have added increased flexibility to the policy in how damage is addressed, depending on the circumstances of each case.

Where damage is confirmed to have resulted from direct impact by municipal equipment, the Township may:

- replace the mailbox at the Township's expense
- where the mailbox remains functional, replace the support post only and re-install the existing mailbox, at the Township's expense
- where the mailbox and post are both damaged, install a new support post and provide monetary payment for a new mailbox only
- where the mailbox and post are both damaged, provide a monetary payment for a new post and mailbox in lieu of replacement

In practice, staff will assess each situation and apply the most appropriate and practical solution, rather than defaulting to full replacement in all cases.

For example, where a mailbox remains intact but the support post has been damaged, staff may replace only the post, allowing the existing mailbox to be reused.

This approach:

- avoids unnecessary replacement of materials
- reduces costs to the Township
- restores service efficiently for the resident

Revision to the Township's User Fee By-Law will be required to implement the two proposed monetary compensation strategies. The revisions to include the following 2026/2027 Winter Season rates:

- \$125 monetary compensation for a damaged support post and mailbox. Property owner to supply and install the new post and mailbox.
- \$50 monetary compensation for a damaged mailbox. Township to install new post if required. Property owner to supply and install new mailbox.

Going forward, these compensation rates will be reviewed annually during the User Fee approval process, and will be subject to Council review and approval.

FINANCIAL IMPLICATIONS:

The costs associated with mailbox replacements are currently held within the existing approved annual operating budget allocations. Staff do not anticipate a significant budget impact resulting from the formalization of this policy.

LINK TO STRATEGIC & OPERATIONAL PLANS:

N/A

CONSULTATION:

Manager of Roads & Construction

ATTACHMENTS:

1. Mailbox Policy (revised April 2 2026)

Prepared by: J. Godby, Director of Public Works

Approved by: N. Dias, Chief Administrative Officer



Section: Public Works
Policy Title: Mailbox Policy
Policy No.: A09-CORP-011
Approved By:
Effective Date: April 2, 2026
Revised Date:

MAILBOX POLICY

1.0 POLICY STATEMENT

- 1.1 The Township of Malahide recognizes the importance of rural mail delivery to residents and the need for rural mailboxes to be constructed and maintained in a manner that supports continued mail delivery services.
- 1.2 The Township acknowledges that rural mailboxes must be constructed and located so as not to pose an increased safety risk for road users or interfere with municipal road maintenance operations.
- 1.3 This policy establishes standards for the placement, installation, maintenance, and replacement of privately owned rural mailboxes located along roadways under the jurisdiction of the Township of Malahide.

2.0 PURPOSE AND SCOPE

- 2.1. The purpose of this policy is to establish a protocol for the installation, maintenance, and replacement of rural mailboxes located along roads under the jurisdiction of the Township of Malahide.
- 2.2. This policy applies to privately owned mailboxes installed within or adjacent to the municipal road allowance along roadways under municipal jurisdiction.
- 2.3. Mailboxes are privately owned structures and remain the responsibility of the property owner for installation, maintenance, and replacement. The Township assumes no responsibility for privately owned mailboxes except as provided in this policy.

3.0 MAILBOX INSTALLATIONS

- 3.1. Mailboxes shall be installed approximately 1.05 metres (42 inches) above the road surface to the bottom of the mailbox, consistent with Canada Post recommendations and to permit the snowplow wing to safely pass without striking the mailbox.
- 3.2. Mailbox support posts shall be installed along the shoulder of the roadway in a location that does not interfere with road maintenance operations.
- 3.3. Mailbox support posts shall consist of a standard 4 inch by 4 inch wooden post. Decorative structures, masonry bases, steel posts, or other rigid structures are discouraged as they may present safety hazards and may not be replaced by the Township if damaged.
- 3.4. Owners are encouraged to consult Canada Post for installation specifications for new mailbox locations.
- 3.5. Mailboxes located along roads under the jurisdiction of the Township are considered permissible encroachments within the municipal road allowance and remain the sole responsibility of the mailbox owner.
- 3.6. The Township may require the removal, relocation, or modification of any mailbox that interferes with road maintenance operations or presents a safety hazard to the public or municipal staff.

4.0 DAMAGES

- 4.1. The Township is not responsible for damage to mailboxes that are constructed with decorative, oversized, or non-standard assemblies.
- 4.2. All mailbox damage claims must be submitted using the Township's Mailbox Declaration Form. The form is used to initiate the investigative process and document all relevant information. The form is available on the Township's website.
- 4.3. The Township, as a courtesy and without acknowledging any liability whatsoever, will consider the repair or replacement of a mailbox or support post only where, in the opinion of the Roads & Construction Manager, the damage resulted from a direct physical impact by municipal equipment.
- 4.4. The Township will not repair or replace a mailbox or support post that has been damaged by snow discharged or propelled by a snowplow or other municipal equipment during the course of winter operations.
- 4.5. The Township will not repair or replace a mailbox assembly that has been constructed or installed in a manner that interferes with routine snow removal

operations, presents an unacceptable safety risk to the public or municipal staff, or violates the provisions of this policy.

5.0 REPLACEMENT

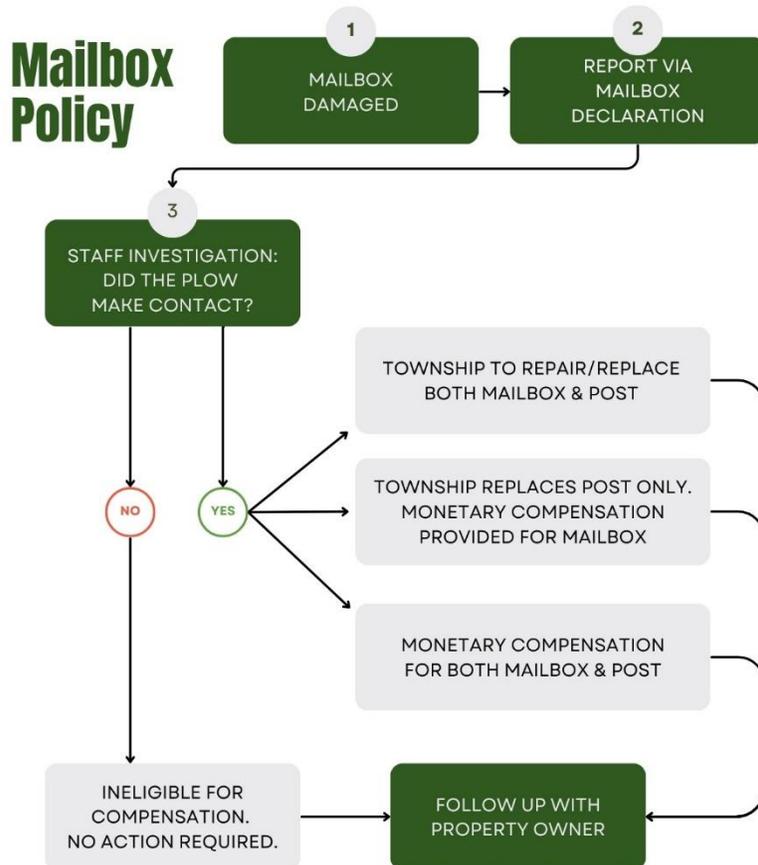
- 5.1. Where the Township determines that a mailbox and/or support post has been damaged as a result of direct impact by municipal equipment, the Township may repair or replace the mailbox and/or support post at the sole discretion of the Roads & Construction Manager, using a standard basic metal mailbox and/or a standard 4 inch by 4 inch wooden post, as appropriate.
- 5.2. Where only the support post is damaged and the mailbox remains functional, the Township may replace the support post only.
- 5.3. Where a support post requires replacement during winter operations, a temporary support post may be installed to restore mail delivery until permanent repairs can be completed when conditions permit.
- 5.4. In circumstances where a property owner wishes to repair or replace their mailbox themselves, a one-time monetary payment may be provided to the owner of the damaged mailbox in lieu of Township replacement, in accordance with the Township's User Fee By-law. All costs associated with the purchase and installation of the mailbox will be the responsibility of the property owner.
- 5.5. Replacement provided by the Township shall be limited to a standard basic mailbox and/or standard support post and shall not reflect the original design, material, or value of the mailbox.
- 5.6. Replacement provided by the Township shall be limited to one mailbox or support post per incident.

6.0 SERVICE STANDARDS

- 6.1. Property owners are encouraged to submit a Mailbox Declaration Form as soon as reasonably possible after becoming aware of damage. Timely reporting assists the Township in investigating claims and determining the cause of damage. Where a claim is submitted after a significant delay, the Township may be unable to verify the cause of damage, and the claim may be declined where sufficient evidence cannot be established.
- 6.2. The Township will make reasonable efforts to acknowledge receipt of a Mailbox Declaration Form within two (2) business days of submission.

- 6.3. The Township will make reasonable efforts to investigate reported mailbox damage within five (5) business days, subject to weather conditions, operational demands, and accessibility of the site.
- 6.4. The Township will make reasonable efforts to communicate the outcome of the investigation to the property owner within two (2) business days of completing the investigation.
- 6.5. Where a mailbox or support post has been rendered unusable and where, in the opinion of the Roads & Construction Manager, the damage has resulted from direct impact by municipal equipment, the Township will make reasonable efforts to install a temporary support post or otherwise restore mailbox functionality within two (2) business days, where operationally feasible.
- 6.6. Permanent repairs or replacement will be completed as soon as practicable, having regard to weather conditions, ground conditions, and operational priorities.

7.0 SIMPLIFIED PROCESS FLOW CHART





REPORT NO. CLERK-26-04

TO: Mayor & Members of Council
DEPARTMENT: Corporate & Financial Services
MEETING DATE: April 2, 2026
SUBJECT: Use of Corporate Resources for Election Purposes Policy

RECOMMENDATION:

THAT Report No. CLERK-26-04 entitled “Use of Corporate Resources for Election Purposes ”be received

AND THAT the attached Use of Corporate Resources for Election Purposes Policy be approved.

PURPOSE & BACKGROUND:

The purpose of this policy is to establish clear guidelines governing the use of corporate resources during the municipal election period. This ensures that both Council members and the Corporation are protected and that all election-related activities comply with legislative requirements.

Section 88.18 of the Municipal Elections Act, 1996, as amended, requires the Township to establish rules and procedures with respect to the use of municipal resources during the election campaign period. These rules are intended to protect the integrity of the electoral process and ensure that both the interests of Council members and the municipality are preserved. In accordance with this requirement, it is necessary to provide clear guidelines on the appropriate use of corporate resources during the election period.

COMMENTS & ANALYSIS:

The Use of Corporate Resources for Election Campaign Purposes Policy is reviewed prior to every municipal election. The policy provides a consistent approach regarding the use of Corporate Resources in a campaign period in accordance with the Municipal Elections Act, the Council Code of Conduct, and other applicable policies and legislation.

All provisions of this policy are intended to protect freedom of expression while ensuring the following:

- Municipal resources are not used to promote or provide an unfair advantage to any candidate, political party, constituency association, registered third party, or

any person or group supporting or opposing a question on a ballot during an election period;

- Members of council remain able to fulfill their duties as elected officials and to represent the interests of their constituents without undue restriction; and
- Election-related information and communications remain accessible to the public, with all such material prepared and approved by the Clerk's Office.

FINANCIAL IMPLICATIONS:

None.

LINK TO STRATEGIC & OPERATIONAL PLANS:

This policy update supports the Strategic Plan by promoting corporate excellence and continuous improvement. It reinforces sound, transparent, and accountable governance while guiding staff to ensure corporate resources are used consistently, appropriately, and in compliance with election rules.

ATTACHMENTS:

1. By-law 26-22-Use of Corporate Resources for Election Purposes Policy

Prepared by: A. Adams, Manager of Legislative Services/Clerk

Approved by: N. Dias, Chief Administrative Officer

THE CORPORATION OF THE TOWNSHIP OF MALAHIDE

BY-LAW NO. 26-22

Being a By-Law to adopt the Use of Corporate Resources for Election Purposes Policy

WHEREAS Sub-section 88.18 of the Municipal Elections Act, 1996, as amended, (the Act) states that, before May 1 in the year of a regular election, municipalities and local boards shall establish rules and procedures with respect to the use of municipal or board resources, as the case may be, during the election campaign period;

AND WHEREAS Sub-section 88.15 (1) of the Act states that money, goods and services given to and accepted by a person for his or her election campaign, or given to and accepted by another person who is acting under the person's direction, are contributions;

AND WHEREAS Section 88.8 (4) 5 of the Act states that a municipality or local board shall not make a contribution to the election campaign of a candidate;

NOW THEREFORE the Council of The Corporation of the Township of Malahide **HEREBY ENACTS AS FOLLOWS:**

1. THAT Policy A09-CORP-012 shall be attached hereto as Schedule "A" and forms a part of this By-law
2. THAT the previous policy be repealed
3. THAT this By-law shall come into force and take effect on the final passing thereof.

READ a **FIRST** and **SECOND** time this 2nd day of April, 2026.

READ a **THIRD** time and **FINALLY PASSED** this 2nd day of April, 2026.

Mayor, D. Giguère

Clerk, A. Adams



Section: Corporate Services
Policy Title: Use of Corporate Resources for Election Purposes
Policy No.: A09-CORP-012
Approved By:
Effective Date: 2026-04-02
Revised Date:

USE OF CORPORATE RESOURCES FOR ELECTION PURPOSES

1.0 POLICY STATEMENT

- 1.1 Corporate resources, assets, and funding shall not be used for election-related purposes except where expressly permitted. The Township will maintain neutrality, ensure equal access to information, prevent promotion or opposition of any candidate, and apply restrictions consistently to municipal, provincial, and federal elections where applicable.

2.0 PURPOSE AND SCOPE

- 2.1. This policy ensures the impartial and appropriate use of Town resources and assets by prohibiting their use for any election-related activities, in accordance with the Municipal Elections Act, 1996. It reinforces that municipal resources, funds, operations, events, and facilities must remain non-partisan and cannot be used to support or oppose any candidate, campaign, or ballot question at the municipal, school board, provincial, or federal level.
- 2.2 This policy is in effect for the duration of any election or by-election campaign period.

3.0 DEFINITIONS

- 3.1 **Campaign Contribution:** Means anything of value (money, goods, or services) given to influence an election.
- 3.2 **Campaign Materials:** Any materials used to solicit votes or promote/oppose candidates (print, digital, signage, clothing, social media, etc)
- 3.3 **Campaign-Related Activities:** Any activity meant to elicit support for a candidate or ballot question during an election period.
- 3.4 **Corporate Resources:** Means real property, goods and/or services owned, controlled, leased, acquired, or operated by the Township including but not limited to facilities,

parks, materials, equipment, monetary funds, technology, Township IT systems and resources, databases, intellectual property, and supplies

3.5 **Corporate Brand/Identifiers:** Township logo, crest, coat of arms, slogan, chain of office, or other official identifiers.

3.6 **Election Period:** This begins when nomination papers are filed and ends December 31st (regular election) or 45 days after voting day (by-election).

4.0 RESPONSIBILITIES

4.1. Members of Council/Candidates

- a) Understand, support, and comply with this policy, Council Code of Conduct, and related procedures.
- b) Seek clarification of any aspect of this policy, as required, and seek independent legal advice, where appropriate.

4.2. Township Employees

- a) Ensure relevant requirements of this policy are fulfilled in any duties and activities undertaken in their official position as a Township employee
- b) Understand and support this policy and ensure accountability for their actions.
- c) Seek clarification of any aspect of this policy, as required.

4.3. Township Clerk

- a) Ensure the administration, communication, and interpretation of this policy.
- b) Receive and respond to any complaints, concerns, and inquiries/requests for guidance related to this policy.
- c) Delegate in writing any designate(s) assigned to administer any or all of this policy.
- d) Review this policy every term of Council through the Township's established policy review process and as required by changes to legislation. The Township Clerk is authorized to make minor administrative updates as may be necessary to maintain compliance with legislation, while respecting and preserving the intent of the policy.
- e) Provide guidance with respect to election-related matters in relation to this policy, and to issue in writing any interpretation on the application of this policy and any related approvals or prohibitions. Such guidance, interpretation, approvals, and prohibitions shall be based on the overarching legislative requirement for public

funds and resources not to be used for any election-related purposes, including the promotion of or opposition to the candidacy of a person for elected office.

5.0 PROCEDURE

Corporate resources, assets or funding may not be used for any election-related purposes, except as identified in this policy.

5.1. Election Campaigning

- a) No person shall use Township resources for campaigning.
- b) Election campaign activities are not permitted at the Township Office (located at 87 John Street South, Aylmer).
- c) Candidates and Registered Third Parties may not rent any Township facilities for campaigning purposes, with the following exclusions for all facilities but the Township Office:
 - i. Use of Township facilities for all-candidates meetings or debates is permitted, provided that the rental fee is paid and all candidates for an office are invited to attend and participate.
- d) The Township will not host, organize, or advertise all-candidates meetings or debates.
- e) Election campaign signs or material may not be displayed in any Township owned or operated facilities, including on a road allowance.
- f) Registered candidates and registered third parties may attend Town organized or funded events during a campaign period, but may not display or distribute any campaign materials, or engage in any election related activities.
- g) In any material printed, distributed, or paid for by the Town, a candidate is not permitted to:
 - i. Be identified as a candidate or prospective candidate;
 - ii. Be featured in a manner that could reasonably be interpreted as promoting or opposing their candidacy;
 - iii. Include campaign-related messaging, slogans, or imagery; or
 - iv. Be referenced by name in a manner that provides them with an advantage over other candidates.

5.2 Use of Corporate Identifiers

- a) The Township's corporate logo, corporate branding, crest, chain of office, coat of arms, slogan, or other corporate identifiers or that of its affiliates, shall not be used by registered candidates or registered third parties for any election campaign-related purposes.

- b) Registered candidates and registered third parties may not use photographs, videos, electronic images, or graphics, produced by the Town or its affiliates for any election campaign-related purposes.
- c) Corporate resources shall not be used for the development, creation, design, printing, or distribution (electronic or print) of:
 - i. Any material that illustrates that a member of Council or any other individual is registered or intends to run for office; or
 - ii. Any campaign material that makes reference to, or contains the name or photographs, or identifies registered candidates.
 - iii. Any material that is linked in any way to an election campaign (i.e. campaign messaging, a campaign logo, or a social media handle or hashtag which links to campaign social media channels, websites and/or materials).
- d) Township records, lists, and files produced using Township resources, with the exception of those specifically made for the use of candidates and registered third party advertisers for election purposes in accordance with the *Municipal Elections Act, 1996*, may not be used by any candidates or registered third party advertiser, unless the database has already been released for public use.
- e) The Township will not publish any material used to promote individual campaigns

5.3 Township Staff

- a) In accordance with the Employee Code of Conduct, municipal staff and individuals employed by the offices of the elected officials, including any contractor providing services to the Township, shall not canvass or actively work for any registered candidate or registered third party during hours in which the staff/contractor is receiving compensation from the Township.

5.4 Township Services

- a) During a municipal election period, the following Township-based services shall be discontinued for Members of Council as of nomination day:
 - i. All development, creation, design, printing, or distribution of members' flyers, newsletters, advertisements, mail outs, publications, etc., whether electronic or print.
 - ii. Use of municipally owned or run assets and facilities, unless rented in accordance with municipal agreements and current rates and fees (as identified in Section 5.1.(c) of this Procedure).
 - iii. The prohibitions set out in Section 5.4.(a) of this procedure do not apply to a Member who is acclaimed, or who is retiring from office and, therefore, is not a candidate in the election.
- b) Corporate resources (such as Town-issued laptops and email addresses) shall be provided to current Members of Council for Council related purposes and to serve their constituents and shall not be used to support an election campaign.

- c) Through the nomination period for Members of Council, and through the municipal election period for Members of Council who are registered candidates, any references made to the Member of Council in Town communication materials or at the events itself shall be to the “Mayor”, “Councillor”, or “Chair of the Committee,” etc., rather than by name.

5.5 Technology-related Provisions

- a) Websites, domain names, emails, or other corporate systems that are funded by the Township shall not include any election-related campaign material or links to sites that feature election-related campaign material. The exception being the official Township of Malahide election website where links to external election campaign websites will be posted during the election period.
- b) Registered candidates and registered third parties, and Members of Council may not use the Township website, domain names, and other corporate systems, for campaigning or display of any election-related materials. Links to the Township’s website are permitted from a campaign election website for the purpose of obtaining information about the election or sharing program/service information.

5.6 Social Media

- a) If a Member of Council uses any social media account for campaigning, such account must not be or have been created or supported by Township resources. Social media accounts used for campaign purposes must utilize personal tablets and/or computers.
- b) Members of Council who choose to create or use social media accounts for campaigning must include, for the duration of the election period, a clear statement on each campaign website or social media account’s home page (or profile) indicating that the account is being used for election campaign purposes and is not related to their duties as a Member of Council.

5.7 Township Organized/Hosted Events

- a) Members of Council and other elected officials may attend Township-organized events and act as participants in their capacity as elected officials, including speaking at the event and partaking in ceremonial activities, but shall not campaign while in attendance or distribute campaign-related materials and they shall not promote or oppose the candidacy of a person for elected office or party.
- b) Where a current Member of Council or elected official is invited to an event, whether a Township event or community event, in the capacity of their elected position, they are not to speak of their candidacy, their intention to run, or any campaign-related matters.

- c) Elected officials must adhere to bi-partisan commitments by not including campaign materials (including, but not limited to, uniforms, tents, signage, images, or messaging) that is indicative of their candidacy or associated political party. Materials may make reference to the office they hold/represent.
- d) Candidates, registered third party advertisers, ballot question campaigns and their representatives may attend Township events in their capacity as private citizens, but shall not campaign while in attendance or distribute campaign-related materials and they shall not promote or oppose the candidacy of a person for elected office or party.
- e) Candidates, registered third party advertisers and representatives of ballot question campaigns shall not be invited to deliver formal remarks at a Township event in their capacity as a candidate, registered third party advertiser or ballot question campaign representative.

6.0 ACCESS TO INFORMATION

- 6.1. All registered candidate and registered third party requests for information must adhere with a standard request for information, as set by the Clerk.
- 6.2. Information provided to one candidate or registered third party that is of a general nature and may provide valuable guidance to all others will be provided to all registered candidates and registered third parties through the Township's website to ensure equal access to information.

7.0 LIMITATION

- 7.1 Nothing in this Policy shall prohibit a Member of Council from performing their job as a Member of Council, nor impede them from representing the interests of his/her constituents.
- 7.2 Nothing in this Policy shall preclude a Township employee from exercising their civic right and duty to participate in the municipal election process as a private citizen.
- 7.3 Nothing in this Policy shall prevent a Township employee from conducting an election in accordance with the Act or providing non-partisan election information material on behalf of the Township so as to inform the public about the election and the election process.



REPORT NO. CLERK-26-05

TO: Mayor & Members of Council
DEPARTMENT: Corporate & Financial Services
MEETING DATE: April 2, 2026
SUBJECT: **2026 Municipal Election – Establishment of Joint Compliance Audit Committee**

RECOMMENDATION:

THAT Report No. CLERK-26-05 entitled “2026 Municipal Election – Establishment of Joint Compliance Audit Committee” be received;

AND THAT By-law 26-23, establishing an Election Joint Compliance Audit Committee for the 2026 Municipal Election in accordance with the Municipal elections Act, 1996, as amended, be adopted.

PURPOSE & BACKGROUND:

Section 88.37 of the Municipal Elections Act, 1996, as amended requires each municipal Council to establish a Compliance Audit Committee before October 1st in an election year to deal with matters regarding election campaign finances and contributions.

Historically, Member Municipalities within Elgin County have established an “Elgin Election Joint Compliance Audit Committee” to deal with matters provided for in Sections 88.33, 88.34, 88.35 and 88.36 of the Municipal Elections Act, 1996.

COMMENTS & ANALYSIS:

The draft Elgin Election Joint Compliance Audit Committee Terms of Reference, attached as Schedule A to By-law 26-23, provides for the Committee Term, Meeting Overview, Mandate, Composition, Appointment Process, Compensation, Role of Staff, Application Process, Roles and Responsibilities and Appeal overview.

Once all Elgin County Member Municipalities have established a Joint Compliance Audit Committee and approved a Committee Terms of Reference by By-Law, recruitment for committee members will begin. Advertising for prospective Committee Members will include the placement of ads in local newspapers, contacting previous members of the Joint Committee from 2022, and by posting ads on each respective municipal website.

More information about the Committee Member Appointment Process is outlined in Section 7 of the proposed Terms of Reference.

FINANCIAL IMPLICATIONS:

None.

LINK TO STRATEGIC & OPERATIONAL PLANS:

The joint audit committee strengthens collaboration with neighbouring municipalities, promoting efficiency, consistency, and transparency in compliance oversight. This initiative supports Malahide Township's priorities of partnering where it makes sense, being solution-oriented, and maximizing resources. By streamlining processes and sharing expertise, the committee helps ensure accountable, cost-effective services that enhance the community's quality of life.

ATTACHMENTS:

1. By-law 26-23 – Joint Compliance Audit Committee

Prepared by: A. Adams, Manager of Legislative Services/Clerk

Approved by: N. Dias, Chief Administrative Officer

**THE CORPORATION OF THE
TOWNSHIP OF MALAHIDE
BY-LAW NO. 26-23**

Being a By-law to establish an Election Joint Compliance Audit Committee for the 2026 Municipal Election in accordance with the Municipal Elections Act, 1996, as amended.

WHEREAS subsection 5(3) of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, provides that a municipal power shall be exercised by by-law;

AND WHEREAS section 9 of the Municipal Act, 2001 provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

AND WHEREAS section 88.37 of the Municipal Elections Act, 1996, as amended requires the Council to establish a Compliance Audit Committee before October 1st in an election year to deal with matters regarding election campaign finances and contributions;

AND WHEREAS the Council of the Corporation of the Township of Malahide wishes to establish a Compliance Audit Committee to deal with matters regarding election campaign finances and contributions;

NOW THEREFORE The Corporation of the Township of Malahide **HEREBY ENACTS AS FOLLOWS:**

1. **THAT** a Committee, to be known as the Elgin Election Joint Compliance Audit Committee, is hereby established to deal with the matters provided for in Sections 88.33, 88.34, 88.35 and 88.36 of the Municipal Elections Act, 1996, as amended.
2. **THAT** the business of the Elgin Election Joint Compliance Audit Committee for the 2026 Municipal Election be conducted in accordance with the Terms of Reference set out in Appendix "A" attached hereto and forming a part of this By-law.
3. **THAT** this By-law shall come into force and take effect on the final passing thereof.

READ a **FIRST** and **SECOND** time this 2nd day of April, 2026.

READ a **THIRD** time and **FINALLY PASSED** this 2nd day of April, 2026.

MAYOR, D. Giguère

CLERK, A. Adams

**TERMS OF REFERENCE
FOR THE
ELGIN ELECTION JOINT COMPLIANCE AUDIT COMMITTEE**

1. DEFINITIONS

- a. Act - means the Municipal Elections Act, 1996, S.O. 1996, c. 32, as amended from time to time.
- b. Applicant – means an elector as defined under Section 88.33(1) or 88.35(1) of the Act who applies for a compliance audit of a candidate's or third-party advertiser's election campaign finances.
- c. Application – means an application for a compliance audit accepted by the Clerk pursuant to Section 88.33(2) of the Act.
- d. Auditor - means a person appointed by the Elgin Election Joint Compliance Audit Committee to conduct a compliance audit of the election campaign finances of candidates and registered third parties pursuant to Section 88.33 of the Act.
- e. Auditor's Report - means a report prepared by an auditor regarding the findings of an audit into the election campaign finances of a candidate or registered third party advertiser.
- f. Candidate - means the candidate whose election campaign finances are the subject of an application for a compliance audit.
- g. Clerk – means the Clerk of a member municipality in Elgin County, or their designate.
- h. Committee - means the Elgin Election Joint Compliance Audit Committee established pursuant to Section 88.37 of the Act.
- i. Compliance Audit - means an audit conducted by an auditor, appointed by the Elgin Election Joint Compliance Audit Committee, of a candidate's election campaign finances; contributions to candidates; registered third parties campaign finances, and contributions to registered third parties.
- j. Council – means the Council of a member municipality in Elgin County, including the Council of the Town of Aylmer, Municipality of Bayham, Municipality of Central Elgin, Municipality of Dutton Dunwich, Township of Malahide, Township of Southwold, and Municipality of West Elgin.
- k. Municipality – means a member municipality in the County of Elgin, including The Corporation of the Town of Aylmer, The Corporation of the Municipality of Bayham, The Corporation of the Municipality of Central Elgin, The Corporation of the Municipality of Dutton Dunwich, The Corporation of the Township of Malahide, The Corporation of the

Township of Southwold, and The Corporation of the Municipality of West Elgin.

- I. Registered Third Party - means the individual, corporation or trade union whose notice of registration has been certified by the Clerk and whose campaign finances are the subject of an application for a compliance audit.

2. **ENABLING LEGISLATION**

Section 88.37 of the Act requires that before October 1st in an election year, Council establish a Compliance Audit Committee for the purposes of Sections 88.33, 88.34, 88.35 and 88.36 of the said Act relative to a possible contravention of the Act's election campaign finance provisions.

3. **TERM**

The term of office of the Committee is the same as the term of office of Council, being November 15, 2026 to November 14, 2030, and shall serve in the instance of any by-election that may take place during that time.

4. **MEETINGS**

The Committee will meet as needed, with meetings to be scheduled by the Clerk of the municipality where a compliance audit application is received, in accordance with the MEA requirements. The Clerk of the host municipality shall ensure and verify the validity of the meeting. The Clerk will contact all members to ensure that a quorum of members is able to attend the said meeting. Meetings will be held at the location determined by the Clerk of the host municipality.

The Committee members will select a Chair from amongst its members at its first meeting.

In accordance with the Act, the meetings of the Committee shall be open to the public, but the Committee may deliberate in private.

5. **MANDATE**

The Committee is required to Act in accordance with the powers and obligations set out in the Municipal Elections Act, 1996, as amended (MEA). The Committee will be required to:

- a. consider a compliance audit application received from an elector that a candidate or a registered third party has contravened provisions of the MEA relating to election campaign finances and determine whether it should be granted or rejected;
- b. if the application is granted, the Committee shall appoint an auditor to conduct a compliance audit;
- c. receive the auditor's report;
- d. consider the auditor's report and if the report concludes that the candidate or registered third party appear to have contravened a provision of the MEA relating to election campaign finances, the Committee may commence legal

proceedings against the candidate or registered third party for the apparent contravention; and

- e. consider the report(s) of the Clerk identifying each contributor to a candidate for office on a Council or a registered third party who appears to have contravened any of the contribution limits under section 88.9 or 88.13 of the MEA and decide whether to commence a legal proceeding against a contributor for an apparent contravention.

6. **COMPOSITION**

The Committee will be composed of at least three (3) and no more than seven (7) members of the public.

Members must possess an in-depth knowledge of the campaign financing rules of the MEA and therefore membership drawn from the following stakeholder groups:

- a. accounting and audit – accountants or auditors with experience in preparing or auditing the financial statements of municipal candidates;
- b. academic – college or university professors with expertise in political science or local government administration;
- c. legal profession with experience in municipal law, municipal election law or administrative law;
- d. professionals who in the course of their duties are required to adhere to codes or standards of their profession which may be enforced by disciplinary tribunals; and
- e. other individuals with knowledge of the campaign financing rules of the Municipal Elections Act, 1996, as amended.

Pursuant to subsection 88.37(2) of the Act, the Committee shall not include:

- a. Members of Council or local board;
- b. Employees or officers of the Municipality or local board;
- c. Any persons who are candidates in the election for which the Committee is established; or
- d. Any persons who are registered third parties in the Municipality in the election for which the Committee is established.

Further, an individual shall be deemed ineligible to be a member of the Committee if they prepare the financial statements of:

- a. any candidate running for office on Municipal Council or local board during the term for which the Committee has been established; or

- b. any registered third party.

In addition, a Committee Member may not be a contributor or provider of any election-related services to a registered candidate or third-party advertiser in the 2026 Municipal Election or any subsequent by-election including but not limited to accounting, legal, auditing, marketing or campaign services.

7. **APPOINTMENT PROCESS**

All applicants will be required to submit a summary outlining their qualifications and experience.

A Nominating Committee consisting of the Clerks from each of the member municipalities in Elgin County will review and consider all applicants/ applications, and will prepare a proposed Joint Committee membership list for consideration by each of the respective Municipal Councils.

Members will be selected on the basis of the following:

- a. demonstrated knowledge and understanding of municipal election campaign financing rules and knowledge of the MEA and related regulations;
- b. proven analytical and decision-making skills;
- c. experience working on a Committee, administrative tribunal, task force or similar setting;
- d. demonstrated knowledge of quasi-judicial proceedings;
- e. availability and willingness to attend meetings; and
- f. excellent oral and written communication skills.

The Members will be appointed by each of the respective Municipal Councils.

8. **COMPENSATION**

Members of the Committee shall be paid an honorarium of \$125.00 per meeting, plus mileage at the current mileage rate established by the host municipality. The host municipality shall pay all costs relative to the respective application.

9. **STAFF SUPPORT**

The Clerk or designate of the host municipality shall Act as the Secretary to the Committee and provide support where required.

The Clerk shall establish administrative prActices and procedures for the Committee and shall carry out any other duties required under this Act to implement the Committee's decisions.

10. APPLICATION BY ELECTOR

a. Financial Statements of Candidates

All candidates are required to file provincially prescribed financial statements with the Clerk detailing their election campaign financing Activities.

An eligible elector who believes on reasonable grounds that a candidate has contravened a provision of the Act, as amended, relating to election campaign finances, may apply for a compliance audit of the candidate's election campaign finances, even if the candidate has not filed a financial statement.

The application must be made in writing to the Clerk and include the reasons for the elector's belief that the candidate has contravened the Act. The application must be made within 90 days after the latest of the following dates:

- i. The filing date;
- ii. The date the candidate filed a financial statement, if the statement was filed within 30 days after the applicable filing date;
- iii. The candidate's supplementary filing date, if any; or
- iv. The date on which the candidate's extension, if any, expires.

b. Registered Third Parties Financial Statements

All registered third parties are required to file provincially prescribed financial statements with the Clerk reflecting the registered third party's campaign finances in relation to third party advertisements.

An eligible elector who believes on reasonable grounds that a registered third party who is registered in relation to the election in the Municipality has contravened a provision of the Act, relating to campaign finances, may apply for a compliance audit of the campaign finances of the registered third party in relation to third party advertisements, even if the registered third party has not filed a financial statement.

The application must be made in writing to the Clerk and include the reasons for the elector's belief that the registered third party has contravened the Act. The application must be made within 90 days after the latest of the following dates:

- i. The filing date;
- ii. The date the registered third party filed a financial statement, if the statement was filed within thirty (30) days after the applicable filing date;

- iii. The supplementary filing date, if any, for the registered third party;
or
- iv. The date on which the registered third party's extension, if any,
expires.

11. **ROLES AND RESPONSIBILITIES**

Sections 88.33, 88.34, 88.35 and 88.36 of the Municipal Elections Act outlines the process for Compliance Audits.

a. Compliance Audit of Candidates' Election Campaign Finances

The Compliance Audit Committee will be required to:

- i. within thirty (30) days after the Committee has received a compliance audit application, consider the application submitted by an elector and received by the Clerk and decide whether it should be granted or rejected;
- ii. give notice of its decision to grant or reject the application, and brief written reasons for the decision, to the candidate, the Clerk with whom the candidate filed his or her nomination, the secretary of the local board, if applicable, and the applicant;
- iii. Appoint an auditor, if the compliance audit application is granted, to conduct a compliance audit of the candidate's election campaign finances;
- iv. within thirty (30) days after receiving the Auditor's Report, consider the report and, if the report concludes that the candidate appears to have contravened a provision of the Act relating to election campaign finances, the Committee shall decide whether to commence a legal proceeding against the candidate for the apparent contravention; and
- v. give notice of the Committee's decision, and brief written reasons for the decision, to the candidate, the Clerk with whom the candidate filed his or her nomination, the secretary of the local board, if applicable, and the applicant.

b. Compliance Audit of Contributions to Candidates

The Compliance Audit Committee will be required to:

- i. within thirty (30) days after receiving the Clerk's Report that identifies each contributor to a candidate for office on Council who appears to have contravened contribution limits, consider the report and decide whether to commence a legal proceeding against the candidate for the apparent contravention; and
- ii. give notice of the Committee's decision, and give brief written reasons for the decision, to the contributor and to the Clerk of the Municipality or secretary of the local board as the case may be.

c. Compliance Audit of Registered Third Parties' Campaign Finances

The Compliance Audit Committee will be required to:

- i. within thirty (30) days after the Committee has received a compliance audit application, consider the application submitted by an elector and received by the Clerk and decide whether it should be granted or rejected;
- ii. give notice of its decision to grant or reject the application, and brief written reasons for the decision, to the registered third party, the Clerk with whom the registered third party is registered, the secretary of the local board, if applicable, and the applicant;
- iii. Appoint an auditor, if the compliance audit application is granted, to conduct a compliance audit of the campaign finances of the registered third party in relation to third party advertisements that appear during an election in the Municipality;
- iv. within thirty (30) days after receiving the Auditor's Report, consider the report and, if the report concludes that the registered third party appears to have contravened a provision of the Act relating to campaign finances of the registered third party in relation to third party advertisements that appear during an election in the municipality, the Committee shall decide whether to commence a legal proceeding against the registered third party for the apparent contravention; and
- v. give notice of the Committee's decision, and brief written reasons for the decision, to the candidate, the Clerk with whom the candidate filed his or her nomination, the secretary of the local board, if applicable, and the applicant.

d. Compliance Audit of Contributions to Registered Third Parties

The Compliance Audit Committee will be required to:

- i. within 30 days after receiving the Clerk's Report that identifies each contributor to the registered third party who appears to have contravened contributions limits, consider the report and decide whether to commence a legal proceeding against a contributor for an apparent contravention; and
- ii. give notice of the Committee's decision, and brief written reasons for the decision, to the contributor and to the Clerk of the Municipality.

12. **APPEAL**

The decision of the Compliance Audit Committee may be appealed to the Superior Court of Justice within 15 days after the decision is made and the Court may make any decision the Committee could have made.

THE CORPORATION OF THE TOWNSHIP OF MALAHIDE

BY-LAW NO. 26-17

Being a By-law to delegate executive authority to the Chief Administrative Officer for decisions in the event that the Council finds itself subject to Section 275 of the Municipal Act regarding "restricted acts after nomination."

WHEREAS Section 23.1 of the Municipal Act, 2001 authorizes a municipality to delegate its powers and authorities under this Act to a person or body;

WHEREAS Section 275 of the Municipal Act limits the executive authority of Council during an election year should three-quarters of the outgoing council members not file nomination papers and/or if three-quarters of the outgoing council are not declared elected after voting day;

AND WHEREAS Section 275(6) of the Municipal Act allows a Council to delegate such authority to a person prior to the nomination day for a new Council;

AND WHEREAS the Council of the Township of Malahide delegates temporary executive authority for decisions to the Chief Administrative Officer during the period between Nomination Day and the commencement of the Council Term, in the event Council finds itself subject to Section 275 of the Municipal Act regarding "Restricted Acts After Nomination";

NOW THEREFORE the Council of The Corporation of the Township of Malahide **HEREBY ENACTS AS FOLLOWS:**

1. THAT, in the event that the Council's actions become restricted under Section 275 of the Municipal Act, 2001, c. 25, as amended, the authority of the Council to act shall be and the same is hereby delegated to the CAO as follows:
 - a) Be the financial signing authority for expenditures, outside the current budget, exceeding \$50,000 and/or for the disposition of any real or personal property of the municipality which has value exceeding \$50,000 at the time of disposal;
 - b) Be the authority to hire or remove any officer from/to employment with the Township of Malahide. That the authority to hire as delegated be restricted to not exceed the overall previously allotted compliment number of staff positions excluding those that are 100% provincially funded.
 - c) To have discretion to bind the Corporation for projects/ new funding opportunities with the Provincial and/or Federal governments(s) in instances where the

contribution of other levels of government totals 66% or greater with a cap of \$100,000 for the municipal contribution;

- d) That the CAO shall submit to Council an informational report, containing the details relevant to the exercise of all delegated authority by that position under the By-law.
- 2. THAT By-law No. 22-19, as adopted on April 7, 2022, be and the same is hereby repealed in its entirety.
- 4. THAT this By-law shall come into force and take effect on the final passing thereof.

READ a FIRST and SECOND time this 2nd day of April, 2026.

READ a THIRD time and **FINALLY PASSED** this 2nd day of April, 2026.

Mayor, D. Giguère

Clerk, A. Adams



REPORT NO. **HR-26-02**

TO: Mayor & Members of Council
DEPARTMENT: Human Resources
MEETING DATE: April 2, 2026
SUBJECT: **Human Resources Policy Revisions**

RECOMMENDATION:

THAT Report No. HR-26-02 “**Human Resources Policy Revisions**” be received for information;

AND THAT the committee recommends that the policies attached be brought forward to a subsequent Council meeting for consideration to rescind and replace;

PURPOSE & BACKGROUND:

This report presents a set of Human Resources policy revisions that form part of the Township’s ongoing commitment to organizational excellence, service sustainability, and good governance. The proposed updates are intended to:

- improve clarity and administrative consistency;
- ensure compliance with applicable legislation; and
- align the Township’s employment framework with current municipal best practices to support workforce attraction, retention, and organizational performance.

Municipal employers across Ontario are operating in an increasingly competitive labour market. The Association of Municipalities of Ontario (AMO) has identified workforce capacity as a key sector risk, noting that municipalities rely on over 235,000 employees to deliver essential infrastructure and services.

In this context, the Township has undertaken a deliberate and targeted review of its core HR policies - particularly those most visible to current and prospective employees (hours of work, flexible work arrangements, statutory holidays, and vacation).

This review reflects a proactive approach to ensuring that the Township’s employment practices remain current, competitive, and aligned with evolving operational needs, while maintaining a strong focus on service delivery, accountability, and responsible resource management.

As part of this work, the Township considered findings from the 2025 employee engagement and retention survey, alongside broader labour market trends and legal guidance. These inputs have informed a balanced set of policy updates designed to strengthen the Township's position as an employer of choice while mitigating recruitment and retention risks.

COMMENTS & ANALYSIS:

As part of this modernization initiative, staff conducted a focused assessment of key HR policy areas to identify where updates would deliver the greatest organizational value in terms of operational clarity, legislative compliance, and workforce sustainability.

This review was guided by three core considerations:

- Alignment with current employment standards and municipal best practices
- Strengthening the Township's ability to attract and retain qualified staff in a competitive labour market
- Reducing administrative complexity and compliance risk through clear, standardized policy frameworks

The resulting package of revisions focuses on areas where meaningful improvements can be achieved with minimal financial impact, while supporting consistent service delivery and a high-performing organizational culture.

Importantly, these updates are being introduced within an environment where clear expectations, performance management practices, and service standards are already in place. This ensures that flexibility is implemented in a structured and accountable manner, supported by leadership capacity to address performance or operational concerns if they arise.

HOURS OF WORK POLICY

Recommendation:

THAT Council approve Policy A09-HRM-C-1.1 Hours of Work and rescind Policy C-1.1.

Proposed Changes:

- Establishes clear definitions for Office Hours, Standard Hours of Work, and Flexible Work Arrangements to improve consistency and understanding across the organization
- Clarifies that office hours reflect public-facing service delivery, while standard hours of work may vary by role and department
- Recognizes operational differences between administrative and operational departments, allowing for appropriate scheduling models
- Introduces a structured framework for adjusting office hours while maintaining service delivery and ensuring compliance with accessibility requirements (AODA)
- Reinforces expectations for service coverage during established office hours
- Aligns terminology and structure with updated HR policy framework (A09-HRM)
- Incorporates cross-reference to the Flexible Work Arrangements Policy to ensure a single, consistent approach to flexibility

Rationale:

The revised policy clarifies the distinction between office hours (public service delivery) and standard hours of work (employee schedules), ensuring transparency for both employees and the public. It recognizes that operational departments require different scheduling models while maintaining consistent service delivery.

The policy also incorporates flexibility through cross-reference to the Flexible Work Arrangements policy, ensuring that flexibility is managed through a single, consistent framework.

FLEXIBLE WORK ARRANGEMENTS POLICY

Recommendation:

THAT Council approve Policy A09-HRM-C-1.2 Flexible Work Arrangements and rescind Policies C-1.2, C-1.3, and C-1.4.

Proposed Changes:

- Consolidates multiple legacy policies (Flexible Hours, Compressed Work Week, and Telework) into a single Flexible Work Arrangements framework
- Defines eligible arrangements, including flexible hours, remote/hybrid work, and flex time (service-based banking model)
- Introduces a structured request and approval process, ensuring consistency and fairness across departments
- Establishes clear expectations that all arrangements must maintain service delivery, operational requirements, and team collaboration
- Provides remote work arrangements to up to two (2) days per week, subject to operational feasibility and supervisory approval
- Introduces a formal flex time model allowing eligible employees to bank limited time to support work-life balance while maintaining office coverage
- Clarifies roles and responsibilities of employees, supervisors, and Human Resources in administering and monitoring arrangements
- Aligns policy language with updated Hours of Work Policy definitions and broader HR policy framework

Rationale:

This policy establishes a single, consolidated framework for flexible work arrangements, including flexible scheduling, remote work, and flex time. It supports recruitment and retention while ensuring that all arrangements maintain operational continuity, customer service levels, and team collaboration.

By consolidating multiple legacy policies into one framework, the Township improves consistency, reduces administrative complexity, and creates a policy that can evolve with operational needs and emerging best practices.

These arrangements are supported by established service standards and performance management practices, ensuring that flexibility does not compromise accountability or service delivery. Where concerns arise, the Township has the tools and processes in place to address performance and operational issues effectively.

STATUTORY HOLIDAYS POLICY

Recommendation:

THAT Council approve Policy A09-HRM-C-1.3 Statutory Holidays and Additional Employer Holidays and rescind Policy C-1.5.

Proposed Change:

- Clearly distinguishes between Employment Standards Act (ESA) statutory holidays and additional employer-provided holidays
- Standardizes eligibility criteria, including clarification of the “last and first day worked” rule
- Establishes consistent holiday pay calculation methods aligned with ESA requirements for all employee groups
- Clarifies compensation options for employees who are required to work on a statutory holiday (e.g., premium pay, substitute day, or banked time)
- Ensures consistent application of holiday entitlements across full-time, part-time, permanent, and temporary employees
- Aligns treatment of part-time employees with ESA requirements and employer-provided holiday practices
- Improves clarity and consistency of language to support administrative ease and employee understanding
- Updates policy structure and formatting to align with the Township’s revised HR policy framework.

Rationale:

The revised policy clearly distinguishes ESA statutory holidays from employer-provided holidays, standardizes eligibility rules, and ensures consistent calculation of holiday pay across all employee groups. This improves compliance, fairness, and administrative consistency.

VACATION POLICY

Recommendation:

THAT Council approve Policy A09-HRM-D-2.6 Vacation and rescind Policies D-2.6 and C-1.6.

Proposed Changes:

Area	Current Approach	Revised Approach	Rationale
Starting Entitlement	2 weeks	3 weeks	Improves competitiveness and early retention
Progression	Delayed increases	+1 week every 5 years (max. 7 weeks)	Rewards long-term service earlier
Recognized Experience	Informal / inconsistent	Formalized and documented at time of hire	Improves transparency and equity
Application of Experience	Township service only	Blended model (prior + Township)	Supports recruitment of experience candidates
Part-Time Entitlement	ESA minimum (4%)	Aligned to full-time equivalent percentages	Improves fairness and retention

Current Vacation Schedule

Years of Service	Vacation Entitlement
Less than one year	4% prorated on a monthly basis
1 to 3 years	2 weeks (4%)
4 to 8 years	3 weeks (6%)
9 to 13 years	4 weeks (8%)
14 to 19 years	5 weeks (10%)
20 years and above	6 weeks (12%)

Proposed Vacation Schedule

Years of Service	Vacation Entitlement
Less than 1 year	Prorated from the date of hire
1 to 4 years	3 weeks (15 days)
5 to 9 years	4 weeks (20 days)
10 to 14 years	5 weeks (25 days)
15 to 19 years	6 weeks (30 days)
20 years and above	7 weeks (35 days)

Rationale:

The proposed updates to the Vacation Policy support the Township's Strategic Priority to maximize the utilization of all assets—people—by strengthening employee retention.

The proposed policy accelerates access to enhanced vacation entitlements and recognizes prior experience, providing meaningful value earlier in an employee's tenure. This creates a stronger incentive for employees to remain with the Township. Overall, these changes represent a low-cost, high-impact strategy that enhances competitiveness, supports employee well-being, and contributes to a stable and engaged workforce.

This approach reflects a deliberate strategy to provide meaningful benefits earlier in an employee's career, where the Township has identified the greatest risk of turnover.

Market Context:

A review of comparator municipalities indicates that three (3) weeks of vacation is now a common minimum (often negotiated), with most municipalities offering between three (3) and seven (7) weeks of vacation across varying service thresholds. Malahide's current structure delays access to increased vacation, with employees required to wait up to eight (8) years to reach four (4) weeks, which is increasingly viewed as uncompetitive and unattainable by employees early in their careers.

CONCLUSION:

The proposed policy revisions represent a deliberate and well-sequenced step in modernizing the Township's employment framework. Foundational elements, including service standards, performance management, and accountability, are already in place, enabling the Township to introduce greater flexibility with confidence and appropriate oversight.

These updates position the Township to remain competitive for both current and future employees, while reinforcing a culture of performance, responsibility, and service excellence. By aligning policies with modern municipal practices and employee expectations, the Township strengthens its ability to attract, retain, and support a high-performing workforce.

This approach reflects a balanced investment in people, one that supports employee well-being while ensuring the continued delivery of consistent, reliable, and high-quality services to the community.

FINANCIAL IMPLICATIONS:

The primary financial impact associated with the proposed changes is an increase in vacation pay for part-time employees, as vacation entitlement will be aligned with full-time equivalent percentages based on the revised milestone structure.

The impact is expected to be modest and variable depending on employee eligibility and years of service. No significant structural cost increases are anticipated beyond these adjustments. Costs are expected to be manageable within existing budgets and

are offset by the anticipated benefits of improved recruitment, retention, and reduced turnover-related costs.

LINK TO STRATEGIC & OPERATIONAL PLANS:

Mission:	Essential services that are timely, cost-effective, easy to access and aligned with policies. Employees are critical to delivering these services. Modern HR policies support retention and recruitment while ensuring consistent service delivery.
Priorities:	Maximize the utilization of all assets: People
Tangible Results:	Policy-driven decision-making. Consistent and equitable application of HR policies; improved employee retention and engagement.

CONSULTATION:

• AMO Municipal Workforce Survey • Malahide Employee Engagement Survey • Hicks Morley - Legal Compliance Review

ATTACHMENTS:

New Policies:

1. A09-HRM-C-1.1 Hours of Work
2. A09-HRM-C-1.2 Flexible Work Arrangements
3. A09-HRM-C-1.3 Statutory Holiday and Additional Employer Holidays
4. A09-HRM-D-2.6 Vacation

Rescind:

5. C-1.1 Hours of Work
6. C-1.2 Flexible Hours of Work
7. C-1.3 Compressed Work Week
8. C-1.4 Telework
9. C-1.5 Statutory Holidays
10. D-2.6 Vacation
11. C-1.6 Scheduling Vacations

Prepared by: S. Loewen, Human Resources Manager

Approved by: N. Dias, Chief Administrative Officer

Section:	Terms and Rules of Employment
Subsection:	Scheduling
Policy Title:	Hours of Work
Policy No.:	A09-HRM-C-1.1
Approved By:	Council
Effective Date:	2011-01-01
Revised Date:	(council approval date)

A09-HRM-C-1.1 HOURS OF WORK

1. Purpose

- 1.1 The Township establishes standard office hours and general employee work schedules to ensure consistent service delivery to the public while supporting operational efficiency and employee well-being.

2. Scope

- 2.1 This policy applies to all Township employees unless otherwise specified in a collective agreement or employment contract.

3. Definitions

Office Hours: The hours during which the Township makes its services available to the public and external stakeholders, whether in person, by telephone, or through other service channels. Office hours may differ from individual employee work schedules and may be adjusted from time to time in accordance with this policy.

Standard Hours of Work: The regularly scheduled hours an employee is expected to work, as established by the Township based on the requirements of the position or applicable collective agreement or employee contract. Standard hours of work define the normal daily and weekly working hours for a role and form the basis for compensation, attendance, and overtime eligibility.

Flexible Work Arrangements (FWA): Approved variations from standard hours of work or traditional workplace arrangements, including flexible start and end times, flex time arrangements, and remote or hybrid work, as permitted by the Township. Flexible Work Arrangements are subject to operational requirements and supervisory approval and must maintain service delivery during established office hours. Such arrangements do not alter an employee's total hours of work, compensation, or performance expectations unless otherwise

expressly approved and may be modified or discontinued where operational requirements necessitate.

Service Disruption: A temporary reduction, interruption, or unavailability of a Township service or facility that is normally available to the public.

4. Office Hours

4.1 The Township's office hours are:

**Monday to Friday
8:30 a.m. to 4:30 p.m.**

4.2 Departments must ensure appropriate staffing during these hours to maintain service delivery to the public.

4.3 When operationally appropriate and approved by the Township, office hours may be adjusted or extended to meet operational requirements, such as special events, Township initiatives, or unforeseen circumstances. If these adjustments lead to a temporary disruption, reduction, or unavailability of services, the Township will provide notice in accordance with relevant accessibility legislation, including the Accessibility for Ontarians with Disabilities Act (AODA). This notice will include the reason for the disruption, the anticipated duration, and a description of any alternative arrangements that may be available. The Township will make reasonable efforts to maintain service delivery and ensure appropriate staffing levels. Emergency services will continue to be provided according to established protocols.

5. Standard Hours of Work

5.1 Employees' work schedules may vary depending on the position and operational requirements.

Administrative Employees (Non-Union)

- 7 hours per day
- 35 hours per week
- Monday to Friday

Work schedules are typically arranged to ensure coverage during Township office hours.

Roads/Water/Drainage Employees

Employees generally work:

- 8 hours per day
- 40 hours per week
- Monday to Friday

Due to the nature of these roles, schedules may vary to meet operational requirements.

Unionized Employees

Hours of work for unionized employees are established in accordance with the applicable Collective Agreement.

Generally, unionized employees work 8 hours per day, with scheduling, shifts, and overtime provisions governed by the collective agreement.

6. Alternative Working Arrangements

Where operationally feasible, the Township may approve alternative working arrangements such as:

- Flexible start and end time
- Hybrid or remote work arrangements
- Flex Time

All approved alternative arrangements must ensure:

- Continued service delivery to the public
- Adequate departmental coverage during office hours
- Compliance with applicable legislation and Township policies

Alternative arrangements require supervisor approval and may be altered if operational requirements change. Please refer to Policy A09-HRM-C-1.2 for details on Alternative Working Arrangements.

7. Meal Breaks

- 7.1 As required by the Employment Standards Act, 2000, employees will receive at least a 30-minute unpaid meal break for every 5 hours worked.
- 7.2 Additional rest breaks may be provided based on operational practice or collective agreement provisions.

8. Overtime and Additional Hours

- 8.1 Overtime and additional hours worked will be managed in accordance with the Township's Overtime policy, applicable collective agreements, or employment contracts.
- 8.2 Employees must obtain prior supervisory approval before working overtime unless operational circumstances require otherwise.

9. References

This policy will be administered in accordance with the:

- [Accessibility for Ontarians with Disabilities Act](#)
- [Employment Standards Act, 2000](#)
- [Ontario Human Rights Code](#)

Where legislation differs from this policy, the legislation shall prevail.



Section:	Terms and Rules of Employment
Subsection:	Scheduling
Policy Title:	Flexible Work Arrangements
Policy No.:	A09-HRM-C-1.2
Approved By:	Council
Effective Date:	2011-01-01
Revised Date:	(council approval date)

A09-HRM-C-1.2 FLEXIBLE WORK ARRANGEMENTS

1. Purpose

- 1.1 The Township recognizes that Flexible Work Arrangements can support employee well-being, productivity, recruitment, and retention while maintaining effective and accessible service delivery to the community.
- 1.2 This policy establishes a consistent framework for requesting, evaluating, and implementing Flexible Work Arrangements while ensuring operational requirements, service delivery, and team collaboration are maintained.

2. Scope

- 2.1 This policy applies to all non-union employees of the Township, including permanent full-time, permanent part-time, and contract full-time and part-time employees.
- 2.2 Flexible Work Arrangements are not an entitlement and are subject to operational requirements, supervisory approval, and the specifics of the employee's role.
- 2.3 Where an employee requires workplace adjustments due to a protected ground under the Ontario Human Rights Code, such requests will be addressed through the Township's Accommodation Policy and process.

3. Definitions

- 3.1 For the purposes of this policy, *Office Hours*, *Standard Hours of Work*, *Flexible Work Arrangements (FWA)*, and *Service Disruption* shall have the same meaning as defined in the Township's Hours of Work Policy.

4. Policy

- 4.1 The Township may approve Flexible Work Arrangements where operationally feasible and where such arrangements:

- Do not negatively impact safety or operational effectiveness
- Maintain service levels to the public and internal stakeholders
- Support effective team collaboration and communication
- Ensure appropriate staffing and coverage during established office hours

4.2 Flexible work arrangements:

- Are subject to supervisory approval
- May be approved on a trial basis
- Will be reviewed periodically
- May be modified or discontinued where operational needs require

4.3 Supervisors and employees are expected to work collaboratively to determine whether a flexible arrangement is appropriate and sustainable within the context of departmental responsibilities and service commitments.

5. Standard Hours of Work

5.1 Standard hours of work are established based on the requirements of each position and may vary by role or department. These hours define the employee's regular daily and weekly work schedule and form the basis for compensation and overtime eligibility.

5.2 Office hours represent the period during which Township services are available to the public. Employees in roles that support direct service delivery may be required to work during established office hours to ensure consistent service coverage.

5.3 Supervisors are responsible for ensuring appropriate staffing levels and service coverage during established office hours.

5.4 Where Flexible Work Arrangements are approved, employees are expected to continue working their standard hours of work unless otherwise authorized.

6. Types of Flexible Work Arrangements

Where all operationally feasible and approved by the Township, the following Flexible Work Arrangements may be available:

6.1 Flexible Hours of Work

Employees may request flexible start and end times, provided they:

- Work their full standard daily and weekly hours
- Maintain availability during required working periods
- Ensure operational requirements, service levels, and team collaboration are not negatively impacted

Flexible hours do not alter an employee's total hours of work or eligibility for overtime.

Example:

An employee may work 8:00 a.m. to 3:30 p.m. (7 standard hours of work with a half-hour unpaid lunch break) or 9:00 a.m. to 4:30 p.m., provided service coverage and core working hours are maintained.

Where operational requirements, including meetings, training, or other work-related obligations, are scheduled outside of an employee's approved flexible work arrangement, the operational requirement shall prevail.

Employees may be required to adjust their work schedule accordingly to accommodate such requirements. Such adjustment will not result in overtime or additional compensation unless otherwise approved in advance.

6.2 Flex Time (Service-Based Banking Model)

Where operationally required to maintain consistent service delivery during established office hours, certain positions may be designated as eligible for a flex time arrangement.

Eligibility:

Flex time may be available to:

- Employees required to provide direct service coverage during established office hours; and
- Other employees, as approved, whose roles support service delivery.

Flex Time Accrual:

- Employees may accrue up to one-half (.5) hour per working day
- Flex time must not result in overtime or additional compensation
- All flex time must be approved and accurately recorded

Use of Flex Time:

- Flex time is intended to provide approximately one (1) scheduled day off every three (3) weeks
- Use is subject to supervisory approval and operational requirements
- Time must be scheduled in advance and coordinated to maintain service coverage

Limitations:

- Accumulation beyond one (1) day is not permitted unless approved in exceptional circumstances
- Flex time will not be paid out, except where required by legislation
- Flex time may be carried forward into the next year, where use is not feasible, in accordance with the carry-forward of entitlements process.

Example:

An employee working 8:30 a.m. to 4:30 p.m. (7 standard hours of work) accrues 0.5 hours per day and schedules one (1) day off approximately every three (3) weeks.

6.3 **Remote / Hybrid Work**

Where operationally feasible, employees may be approved to work remotely for a portion of their schedule.

Remote work arrangements may permit employees to work from home for up to two (2) days per week, subject to supervisory approval, operational requirements, and the nature of the employee's role.

Remote Work Arrangements:

- Must not reduce service accessibility to the public
- Must maintain regular hours of work and availability
- Require attendance at the workplace when operationally required

Approval will consider:

- Job duties and service delivery requirements
- Operational and departmental needs
- Employee performance and ability to work independently
- Completion of probationary period, unless otherwise stated in an employee contract
- Technology, confidentiality, and security requirements

Employees participating in remote work arrangements must:

- Maintain their regular hours of work and remain available during scheduled work hours
- Attend the workplace for meetings, training, or operational requirements when required
- Be at the workplace on specified core in-office days for team meetings and other operational requirements, unless approved otherwise.
- Use Township-issued technology and systems in accordance with IT, privacy, and cybersecurity policies
- Maintain a workspace that is safe and suitable for performing their duties

Remote work arrangements do not change an employee's job duties, hours of work, or performance expectations.

The Township may review, modify, or discontinue remote work arrangements where operational requirements change or where the arrangement is no longer effective.

6.4 **Purchase Additional Vacation**

The Township offers eligible non-union permanent full-time employees the option to take up to five (5) voluntary unpaid days per year without affecting their benefits or vacation entitlements.

Eligibility

- Must be a non-union permanent full-time employee who has completed their probationary period.
- Employees with less than four (4) weeks of vacation entitlement are eligible.

Key Provisions

- Participating employees' salary will be adjusted so that annual pay is spread evenly over 52 weeks.
- There is no impact on OMERS or other employee benefits.
- Voluntary unpaid days are subject to operational feasibility and approval by the employee's supervisor.
- Requests are reviewed individually, based on the unique operational requirements of the employee's position.
- Unused voluntary unpaid days at the end of the calendar year are forfeited with no additional compensation.

Scheduling

- Voluntary unpaid days must be scheduled in accordance with the Township's Vacation Policy.
- Days may be taken in minimum increments of one-half day.
- Once approved, the voluntary unpaid days must be taken as scheduled.

Application Process

- Employees must submit the official application form to their supervisor by November 1st for days to be taken in the following calendar year.
- Approval is subject to operational requirements and cannot compromise departmental service delivery.

7. Eligibility for Flexible Work Arrangements

Eligibility is determined based on the requirements of the position, operational requirements, the ability to maintain service delivery, and team collaboration.

Eligibility for one type of arrangement does not guarantee eligibility for another.

For employees responsible for front-line service delivery, the Township will make reasonable efforts to provide flexibility, provided that service coverage is maintained.

7.1 Flexible Hours – Eligibility

Appropriate where:

- Work does not require fixed-hour coverage
- Duties can be performed independently
- Service delivery is maintained

Not appropriate where:

- Continuous front-line coverage is required
- Fixed availability is necessary

7.2 Flex Time – Eligibility

Appropriate where:

- Positions requiring consistent coverage during office hours
- Roles with fixed daily schedules

Not appropriate where:

- Roles with variable schedules
- Positions already offering flexibility

7.3 Remote Work – Eligibility

Appropriate where:

- Work can be performed off-site
- Communication and service can be maintained

Not appropriate where:

- On-site presence is required
- Service delivery would be impacted

8. Request and Approval Process

8.1 Employees wishing to participate in an alternative work arrangement must submit a request to their supervisor outlining the proposed arrangement.

8.2 Requests will be evaluated based on:

- Operational requirements
- Service delivery considerations
- Impact on team collaboration
- The nature of the employee's position

8.3 Alternative work arrangements may be approved on a trial basis and will be reviewed periodically.

8.4 Approval of an arrangement for one employee does not guarantee approval for others.

8.5 The Township reserves the right to modify or discontinue any arrangement if operational needs change or to address employee performance.

9. Responsibilities

9.1 Employees

- Maintain productivity and performance expectations
- Remain accessible and responsive during work hours
- Accurately recording hours

- Following all Township policies and scheduling procedures
- Maintain a safe work environment (remote work)
- Reporting workplace injuries or hazards in accordance with the Occupational Health and Safety Act

9.2 Supervisors

- Evaluate requests fairly and consistently
- Ensuring service coverage and staffing
- Monitor the effectiveness of approved arrangements
- Address performance or operational concerns related to the arrangement
- Ensure compliance

Supervisors may modify or discontinue arrangements where operational needs require.

9.3 Human Resources

- Administer policy compliance
- Provide guidance
- Support implementation
- Address accommodation needs

10. Corrective Action/Disciplinary Action

10.1 Compliance and Corrective Action

Employees participating in alternative work arrangements are expected to adhere to the terms of their approved arrangement, departmental schedules, and Township policies. Misuse or non-compliance may include, but is not limited to:

- Failure to maintain scheduled hours or work commitments
- Unauthorized changes to remote work or flexible schedules
- Inadequate communication or availability during scheduled work hours
- Failure to maintain a safe and appropriate remote workspace
- Breaches of technology, confidentiality, or privacy policies while working remotely

10.2 Non-compliance may result in corrective action, up to and including:

1. Verbal or written warning
2. Suspension of the alternative work arrangement
3. Reassignment to standard work schedule
4. Further disciplinary action consistent with the Township's Progressive Discipline Policy

10.3 Supervisors will document all instances of non-compliance and consult Human Resources prior to taking corrective action.

11. Exceptions

- 11.1 Certain roles, positions, or operational requirements may preclude participation in specific alternative work arrangements.
- 11.2 Exceptions will be applied consistently and transparently, and employees will be informed of any limitations or restrictions applicable to their role.

12. References

This policy is intended to be read in conjunction with the following policies and legislation:

12.1 Township Policies

- Hours of Work Policy
- Vacation Policy
- Health & Safety – Remote Work Procedure
- Confidentiality Policy
- Computer Usage Policy (Remote Work)
- Electronic Monitoring and Privacy Policy
- Progressive Discipline Policy

12.2 Legislation

- [Employment Standards Act, 2000](#) – hours of work, overtime, vacation, and leaves
- [Occupational Health and Safety Act](#) – workplace safety obligations
- [Ontario Human Rights Code](#) – duty to accommodate and protection against discrimination
- [Municipal Freedom of Information and Protection of Privacy Act](#) – for handling confidential information



Section: Terms and Rules of Employment
Subsection: Scheduling
Policy Title: Statutory Holidays and Additional Employer Holidays
Policy No.: A09-HRM-C-1.3
Approved By: Council
Effective Date: 2011-01-01
Revised Date: (council approval date)

A09-HRM-C-1.3 STATUTORY HOLIDAYS AND ADDITIONAL EMPLOYER HOLIDAYS

1. Purpose

- 1.1 To outline employee entitlements, compensation, and scheduling for public holidays in accordance with the Employment Standards Act, 2000 (ESA), and to define additional holidays provided by the Township.

2. Scope

- 2.1 This policy applies to all Township employees unless otherwise specified in a collective agreement or employment contract.

3. Definitions

Statutory Holiday: A holiday recognized under ESA.

Additional Employer Holiday: A holiday provided by the Township that exceeds ESA minimum requirements.

Substitute Day Off: A paid day off provided in lieu of a public holiday worked.

Regular Wages: Wages as defined under the ESA, excluding overtime pay.

4. Statutory Holidays (ESA)

- 4.1 The Township recognizes the following statutory holidays under the ESA:

- New Year's Day
- Family Day
- Good Friday
- Victoria Day

- Canada Day
- Labour Day
- Thanksgiving Day
- Christmas Day
- Boxing Day

5. Additional Employer-Provided Holidays

5.1 The Township provides the following additional paid holidays:

- Easter Monday
- Civic Holiday
- Remembrance Day
- One-half (1/2) day on the last scheduled working day prior to Christmas Day
- Office closure for business days between Boxing Day and New Year's Day

Note: These holidays are not governed by the ESA but are provided at the discretion of the Employer.

6. Holiday Pay

6.1 Statutory Holiday Pay (ESA)

Statutory holiday pay will be provided in accordance with the ESA.

- For full-time employees, statutory holiday pay will generally be equal to their regular daily hours of pay, provided this meets or exceeds ESA minimum requirements.
- For part-time employees and casual employees, statutory holiday pay will be calculated in accordance with the ESA.

6.2 Employer-Provided Holiday Pay

For employer-provided holidays:

- Full-time employees will receive pay aligned with their regular daily scheduled hours
- Part-time employees will receive holiday pay for the following employer-provided holidays:
 - Easter Monday
 - Civic holiday
 - Remembrance Day

Holiday pay for part-time employees will be calculated using the same formula as statutory holiday pay under the ESA.

For clarity, this pay is provided as an employer benefit and is not considered statutory holiday pay under the ESA.

- Part-time employees are not eligible for paid time off during the office closure period between Christmas Day and New Year's Day.

7. Eligibility for Public Holiday Pay (ESA)

7.1 Employees qualify for holiday pay unless they:

- Fail, without reasonable cause, to work their last scheduled shift before or first scheduled shift after the holiday; or
- Fail, without reasonable cause, to work a scheduled holiday after agreeing to do so.

7.2 Approved absences are considered days worked.

8. Working on a Holiday

8.1 Where an employee is required to work on a holiday (including both statutory holidays under ESA and employer-provided holidays), the Township will provide one of the following forms of compensation:

Option A:

- Holiday pay plus premium pay at one and one-half (1.5x) the employee's regular rate for all hours worked

Option B:

- Regular wages for all hours worked, plus a substitute day off with holiday pay

Option C:

- Holiday pay plus the option to bank hours worked at a premium rate of one and one-half (1.5x) to be taken as paid time off at a later day, subject to operational approval

9. Substitute Day Off

9.1 Substitute days will be scheduled based on operational requirements, in consultation with the employee where feasible. Where possible, substitute days should be taken within three (3) months.

9.2 The employer reserves the right to schedule the substitute day if not taken.

10. Weekend Statutory Holidays

10.1 Where a public holiday falls on a non-working day, the holiday shall be moved to the next working day or to a day mutually agreed upon by the employer and the employee.

11. Administration

11.1 This policy will be administered in accordance with the ESA. Where there is a conflict, the ESA shall prevail.

12. References

[Employment Standards Act, 2000](#)



Section: Compensation
Subsection: Benefits
Policy Title: **Vacation Policy**
Policy No.: A09-HRM-D-2.6
Approved By: Council
Effective Date: 2011-01-01
Revised Date: (council approval date)

A09-HRM-D-2.6 VACATION POLICY

1. Purpose

- 1.1 The purpose of this policy is to establish clear, fair, and consistent rules governing vacation entitlements for Township employees, in compliance with the Employment Standards Act, 2000 (ESA).
- 1.2 This policy distinguishes between vacation time and vacation pay, and sets out how each is determined, provided, tracked, and administered.

2. Scope

- 2.1 This policy applies to all non-unionized Township employees, including full-time, part-time, and full-time non-permanent (contract) employees, unless otherwise provided in an individual employment agreement or required by legislation.
- 2.2 Where there is a conflict between this policy and the ESA, the ESA shall prevail.

3. Policy

- 3.1 The Township of Malahide recognizes that time away from work is essential to employee well-being, productivity, and a positive workplace culture.
- 3.2 Vacation entitlements under this policy are front-loaded annually, and employees are expected to take their vacation within each vacation year. Managers are responsible for ensuring vacation is scheduled and taken in accordance with this policy and the ESA.
- 3.3 Roles and responsibilities related to vacation administration are outlined in Section 11.

4. Definitions

Vacation Year: January 1 through December 31 of any year.

Vacation Time: The period of time an employee is entitled to be absent from work.

Vacation Pay: Vacation time will be compensated at the employee's current regular hourly or salary rate at the time the vacation is taken, regardless of the rate at which it was accrued.

Recognized Prior Service: Relevant prior employment experience that the Township may, at its discretion, recognize at the time of hire for the purpose of determining vacation entitlement under this policy.

Recognized Prior Service:

- is assessed and approved at the time of hire;
- is combined with Years of Service with the Township to determine when an employee progresses to the next vacation entitlement level;
- applies only to vacation entitlement under this policy and not to any other employment-related benefits; and
- must be documented in writing in the employee's offer letter or employment agreement.

Years of Service: Continuous service with the Township is measured from the employee's date of hire, excluding periods of unpaid leave that are not protected under the Employment Standards Act, 2000. Periods of ESA-protected leave are included as service, as required by legislation.

Total Recognized Experience: The combined total of Recognized Prior Service and Years of Service with the Township, used solely to determine vacation entitlement progression under this policy.

5. Vacation Entitlement, Full-Time Employees

5.1 Full-Time Employee Entitlement

Based on Total Recognized Experience, full-time employees are entitled to paid vacation time as follows:

Total Recognized Experience	Vacation Entitlement
Less than 1 year	Prorated from the date of hire
1 to 4 years	3 Weeks (15 days)
5 to 9 years	4 Weeks (20 days)
10 to 14 years	5 Weeks (25 days)
15 to 19 years	6 Weeks (30 days)
20 years and above	7 Weeks (35 days)

Vacation entitlements are **front-loaded at the beginning of each vacation year**, based on the employee's Total Recognized Experience as of January 1.



HUMAN RESOURCES POLICY

Where an employee reaches a higher vacation entitlement threshold during the vacation year based on Total Recognized Experience, the employee’s vacation entitlement shall be adjusted at that time, and the remaining vacation balance increased accordingly.

For clarity, vacation entitlement increases when an employee enters the service year associated with the higher entitlement threshold, rather than upon completion of that year.

Example: Key Vacation Entitlement Milestones

Assumptions:

- Hire date: December 1, 2022
- Recognized Prior Service at hire: 3 years
- Vacation is front-loaded each January 1
- Entitlement is based on Total Recognized Experience, where there have been no periods of unpaid leave that are not protected under the Employment Standards Act, 2000, impacting years of service.

Milestone	Basis	Total Recognized Years of Service	Vacation Entitlement
2019 – Year 1	Prior Recognized Experience	1 to 4 years	3 weeks
2020 – Year 2	Prior Recognized Experience	1 to 4 years	3 weeks
2021 – Year 3	Prior Recognized Experience	1 to 4 years	3 weeks
2022 – Year 4	Start with Malahide + Prior Recognized Experience	1 to 4 years	3 weeks
2023 – Year 5	Total Recognized Experience	5 to 9 years	4 weeks
2028 – Year 10	Total Recognized Experience	10 to 14 years	5 weeks

5.2 Vacation Pay

Vacation pay for full-time employees is paid at the employee’s regular hourly rate or salary at the time vacation is taken.

Where an employee is on an ESA-protected leave, vacation entitlement shall continue to accrue as required under the Employment Standards Act, 2000.

For the purpose of calculating vacation pay during the leave period, the employee shall be deemed to have earned wages equivalent to their regular rate of pay and normal scheduled hours immediately prior to the commencement of the leave.

6. Vacation Entitlement, Part-Time and Full-Time Non-Permanent Employees

6.1 Vacation Time

Based on Total Recognized Experience, part-time and full-time non-permanent employees are entitled to unpaid vacation time in accordance with the ESA and this policy.



HUMAN RESOURCES POLICY

Vacation time must be scheduled, taken, and tracked even where it is unpaid. Vacation pay does not replace the requirement to take vacation time.

Total Recognized Experience	Vacation Time Entitlement
Upon hire	Prorated from date of hire
1 to 4 years	2 Weeks
5 to 9 years	3 Weeks
10 to 14 years	4 Weeks
15 to 19 years	5 Weeks
20 years and above	6 Weeks

Each vacation week equals:

- The employee’s regularly scheduled weekly hours, or
- Where hours vary, the employee’s average weekly hours worked during the previous calendar year. Where a full calendar year is not available, Human Resources will determine a reasonable averaging period.

6.2 Vacation Pay

In addition to unpaid vacation time, part-time and full-time non-permanent employees receive vacation pay in accordance with the ESA.

Vacation pay is paid on regular payroll dates and is not paid again when unpaid vacation is taken, unless required by the ESA or an employment agreement.

Total Recognized Experience	Vacation Pay Percentage
Upon hire	4%
1 to 4 years	4%
5 to 9 years	6%
10 to 14 years	8%
15 to 19 years	10%
20 years and above	12%

At the Township’s discretion, paid vacation time may be provided in lieu of vacation pay for full-time non-permanent employees whose contracts are expected to extend twelve months or longer.



7. Vacation Usage, Scheduling, and Carryover

7.1 Usage and Scheduling

Vacation earned in the first year of employment must be taken before December 31 of that year. Thereafter, vacation must be taken between January 1 and December 31 of each vacation year.

The minimum vacation time required under the ESA must be taken within the vacation year. If an employee has not scheduled the ESA minimum vacation time by October 1, the Township may schedule such vacation with at least two weeks written notice, unless operational requirements require otherwise.

Operational requirements may include coverage limitations, urgent operational demands, emergency response needs, or statutory deadlines.

7.2 Carryover

After the ESA minimum vacation time has been taken, vacation entitlement in excess of ESA minimums that is not taken by December 31 will be forfeited unless an exception is approved.

With written approval of the CAO, up to ten days of vacation may be carried forward. Carryover is not automatic and is approved only in exceptional circumstances. Approved carryover must be used by March 31 of the following year.

For employees whose vacation is tracked in hours, ten days means the employee's regular scheduled hours are equivalent to ten workdays.

ESA's minimum vacation time and vacation pay will never be forfeited.

8. Vacation Payout

Vacation pay will not be provided in lieu of taking time off.

If an employee leaves the Township for any reason, including resignation, retirement, or termination, they will receive compensation for any earned and unused vacation time in accordance with the ESA.

Should an employee leave the employment of the Township and vacation time exceeds vacation time earned, the difference shall be deducted from the final pay of the employee.

9. Vacation during Leave of Absence

The following provisions apply regardless of vacation scheduling, carryover, or approval timing.

9.1 ESA-Protected Leaves

Employees who take a leave protected under the ESA (e.g. pregnancy, parental, family medical, critical illness, declared emergency leave) and remain employed during the leave will continue to accrue vacation entitlement as required under the Act.

9.2 Unpaid Leave of Absence

Where an employee is on an unpaid, non-statutory leave exceeding thirty days:

- Vacation pay may be prorated based on wages earned
- ESA's minimum vacation time will not be reduced

9.3 Illness or Bereavement

Once vacation has been scheduled or commenced, where an employee becomes ill or experiences a bereavement during that period, the employee may request that affected vacation days be converted to another applicable leave.

Approval is subject to eligibility under the applicable leave policy and the provision of supporting documentation where required.

10. Vacation Requests and Equity

Vacation requests must be submitted by March 1 of each year in accordance with Township-wide procedures, which prevail over any departmental practices.

Vacation requests submitted after March 1, or conflicting requests, will be approved based on seniority, operational requirements, and management judgment.

Vacation exceeding two consecutive weeks requires CAO approval.

11. Responsibilities

11.1 Managers/Department Heads

- Ensure vacation is scheduled and taken in compliance with this policy and the ESA
- Monitor vacation balances and ensure accurate time reporting
- Schedule vacation where employees fail to do so

11.2 Employee

- Plan and request vacation in accordance with entitlements
- Monitor vacation balances and accurately record vacation time taken

11.3 Human Resources & Payroll

- Monitor vacation accruals and usage
- Ensure ESA compliance and provide interpretation



- Administer carryovers, prorations, adjustments, and approvals

12. Exceptions, Grandfathering, and Compliance

Employees with vacation entitlements exceeding this policy at the time of adoption shall be grandfathered and will continue to receive their previously established vacation entitlement.

Grandfathered employees shall receive written confirmation from the Township setting out:

- Their grandfathered vacation entitlement
- Their Total Recognized Experience for the purpose of vacation entitlement under this policy

This written confirmation shall be retained in the employee's personnel file and used as the authoritative reference for vacation administration.

Exceptions to this policy require CAO approval.

Failure to attend work following a denied vacation request may be addressed, up to and including discipline, in accordance with the Township's attendance management and discipline policies.

13. References

[Employment Standards Act, 2000](#)

[Ontario Human Rights Code](#)



Section: Terms and Rules of Employment	Policy Number: C-1.1
Subsection: Scheduling	Effective Date: January 1, 2011
Subject: Hours of Work	Revision Date:
	Page 1 of 2

C-1.1 HOURS OF WORK

Purpose:

To establish the regular working hours for employees of the Township of Malahide.

Policy:

1. The hours of work for full-time employees covered by this policy shall be as set out in the following schedule:

Employees	Hours	Days
Administrative Staff (Non-Union)	7 hours daily based on a normal work week (35 hours)	Monday to Friday
Property Supervisor	8 hours daily based on a normal work week (40 hours)	Monday to Friday
Drainage & Road Supervisor		Monday to Friday
Road Operations Manager		Monday to Friday – Winter Monday to Thursday - Summer
Union Staff	8 hours daily based on a normal work week (40 hours)	As per Collective Agreement

2. Generally, the work week shall consist of five consecutive days, Monday through Friday. This may be altered by the Staff Member, with the approval of the Chief Administrative Officer/Clerk on the basis of an annual review, but will always consist of a 35 or 40 hour work week.
3. The Township will provide employees with a half-hour unpaid lunch break per day. The Township does not provide formal coffee breaks. If an employee needs to take a break, please keep it brief.
4. Every employee shall perform such services as may be directed by the Chief Administrative Officer or their respective Supervisor even though the work



- may be of a different nature or in a different department from that in which the employee is normally engaged.
5. In order to meet the duties of an employee's position, these hours may occasionally vary or be irregular.
 6. Employees covering the reception area and telephones may be required to stagger their lunch breaks and rest periods to ensure adequate coverage at all times.



Section: Terms and Rules of Employment	Policy Number: C-1.2
Subsection: Scheduling	Effective Date: January 1, 2011
Subject: Flexible Hours of Work	Revision Date:
	Page 1 of 2

C-1.2 FLEXIBLE HOURS OF WORK

Purpose:

To extend the office hours for the municipal office and to recognize the growing need of many employees to balance work, family and personal responsibilities.

Policy:

1. Full-time, non-union employees within the municipality may request of their respective Supervisor to modify their work day/work week.
2. Such modification may include one or more of the following:
 - a. Amend start time
 - b. Amend finish time
3. It is of the utmost important to understand that the ability to modify one's work day/work week will be a function of a department workload and staffing availability. The implementation of the program and its ongoing operation may well differ slightly department to department.
4. All modified work days/work weeks shall be compatible with a department's operational needs and shall be scheduled in advance.
5. Supervisors are to ensure that employees using flex time have viable work that can be performed during the time outside normal work hours.
6. The approved modified work hours/week may result in an accrual of time for time off with pay at a pre-determined date or be accommodated each workday.
7. Time off which has been accrued through flex time must be pre-scheduled, however vacation and non-flex lieu time shall take scheduling precedent.
8. Employees covering the reception area and telephones must coordinate days off so that there are always two (2) people available for the front counter at all times.
9. Flex hours accumulated will not be paid out at the end of the year but may be carried forward subject to the approval of the Chief Administrative Officer/Clerk.



Section: Terms and Rules of Employment	Policy Number: C-1.3
Subsection: Scheduling	Effective Date: January 1, 2011
Subject: Compressed Work Week	Revision Date: January 1, 2021
	Page 1 of 1

C-1.3 COMPRESSED WORK WEEK (Administration Staff) (CAO, Directors and 40 hour staff excluded)

Purpose:

To extend the office hours for the municipal office and to recognize the growing need of many employees to balance work, family and personal responsibilities.

Policy:

1. Staff have normal working hours of 9:00 a.m. – 4:30 p.m. with ½ hour for lunch. Using this compressed work week hours, staff will begin their normal working hours at 8:30 a.m. and end the day at 4:30 p.m. with ½ hour for lunch.
2. Administrative staff, excluding the CAO and Directors, whose regular work week is 35 hours, may choose to work this compressed work week hours.
3. After working 15 days using the compressed work week hours schedule an employee may take 1 regular work day off.
4. Days off must be taken in full working days (ie. No partial days).
5. Days off must be taken within the next 3 week period.
6. Reception staff must coordinate days off so that there is always 2 people available for the front counter at all times.
7. Days off for reception staff may not be taken during weeks when there is anticipated to be heavier than normal activity at the front counter (ie. Tax payment weeks).
8. Requests for days off must be approved in advance by the appropriate Supervisor.
9. Compressed Work Week Hours worked and the corresponding days off will not be carried forward or paid out at the end of the year unless approved in advance by the appropriate Supervisor.



Section: Terms and Rules of Employment	Policy Number: C-1.4
Subsection: Scheduling	Effective Date: January 1, 2011
Subject: Telework	Revision Date:
	Page 1 of 2

C-1.4 TELEWORK

Purpose:

To establish the procedure under which employees may work from home.

Policy:

1. Subject to the approval of the Chief Administrative Officer/Clerk, employees may be eligible to work from home (“telework”), either formally or informally.
2. All telework arrangements are at the Township’s discretion and the Township may revoke the privilege if for any reason this arrangement does not work.
3. Each teleworking proposal will be considered on an individual basis after taking into account the nature of work, and the needs of the employee, supervisor and the Municipality. Only employees with proven satisfactory performance in the position may be considered for teleworking opportunities.
4. To ensure that an employee’s telework arrangement works effectively, please follow these guidelines:
 - a. Establish regular contact with your supervisor;
 - b. Update your voicemail daily and let the receptionist know where you can be reached
5. Please designate a distinct area in your home in which to work. A separate room is best but, at the very least, designate a part of a room that is specifically dedicated to your work.
6. Employees are responsible for maintaining their work area in a safe and secure condition. This includes keeping children, other family members and pets away from the work area.
7. When employee’s telework, employees are liable for injuries or damages to third parties that occur on their premises during work hours. Employees must ensure that their personal insurance policy is comprehensive enough to cover personal and company owned equipment used for business purposes while in an employee’s care.



8. Employees need to advise their insurance company in writing that they are setting up a home office. Employees must have their insurance company certify that they have adequate property and liability coverage.
9. The Township will provide employees with the equipment they need to perform their duties. Employees must abide by the Township policy on the personal use of company equipment. In particular, an employee must guard this equipment from being used by anyone other than themselves unless they have received prior authorization from their supervisor.
10. Employees must abide by all relevant policies and procedures while in their telework place, such as calling in sick when they are not able to work.
11. Employees must return all company equipment if their employment terminates for any reason.



Section: Terms and Rules of Employment	Policy Number: C-1.5
Subsection: Scheduling	Effective Date: January 1, 2011
Subject: Statutory Holidays	Revision Date:
	Page 1 of 2

C-1.5 STATUTORY HOLIDAYS

Purpose:

To outline the days on which employees are entitled to a paid holiday.

Policy:

1. The following recognized and statutory holidays shall be observed **with** pay:
 - i. New Year's Day
 - ii. Family Day
 - iii. Good Friday
 - iv. Easter Monday
 - v. Victoria Day
 - vi. Canada Day
 - vii. Civic Holiday
 - viii. Labour Day
 - ix. Thanksgiving Day
 - x. Remembrance Day
 - xi. Christmas Day
 - xii. Boxing Day
2. The following additional holidays shall be observed **with** pay:
 - i. ½ Day before Christmas
 - ii. ½ Day before New Years
 - iii. All business days between Boxing Day and New Years Day.
3. Should any of the above statutory holidays fall on a Saturday or Sunday, the holiday shall be moved to the next working day or to a day mutually agreed upon by the employer and the employee.
4. Any employee who is not at work as scheduled immediately preceding or following a paid holiday will not be eligible to receive holiday pay for that day. A sick day or a vacation day is to be considered as a day worked.
5. Any employee who is required to work on a day set out above, shall be allowed to take the equivalent time off at some future day, as arranged with his/her Supervisor.



6. Any employee who is scheduled, in advance, to work on a statutory holiday and who works such scheduled hours on the statutory holiday shall be paid at the applicable rate of pay for those hours worked unless a substitute day off is arranged.

This policy does not apply to those employees who are not normally scheduled to work on a statutory holiday but may be “called in” to work on an “as needed” basis. In such cases of a “call-in” on a statutory holiday, those employees will be paid in accordance with the current overtime policy at a rate of one and on-half his/her regular rate of pay for those hours worked.

7. With regard to regular part-time positions that are on a pre-determined schedule, recognized holiday entitlement is to be used only to provide for the regular number of set hours of work.



Section: Compensation	Policy Number: D-2.6
Subsection: Benefits	Effective Date: January 1, 2011
Subject: Vacation	Revision Date:
	Page 1 of 3

D-2.6 VACATIONS

Purpose:

To establish a vacation structure that helps meeting the needs of the Township of Malahide while contributing to the well-being of our staff members.

Policy:

1. If employees are regular full-time employee, they may take vacations pursuant to the following schedule:
 - a. Less than one year 4% prorated on a monthly basis
 - b. 1 to 3 years 2 weeks (4%)
 - c. 4 to 8 years 3 weeks (6%)
 - d. 9 to 13 years 4 weeks (8%)
 - e. 14 to 19 years 5 weeks (10%)
 - f. 20 years and above 6 weeks (12%)

If employees are a part-time, seasonal, contract, or casual employee the employee will receive entitlement in accordance with the *Employment Standards Act*.

2. Pay for Outstanding Entitlements

In the event that an employee is terminated or laid-off prior to having used their vacation entitlement then they shall receive pay for all outstanding vacation entitlement.

3. Use of Vacation

- a. Vacation time must be booked with and employee's supervisor by March 1st of each year
- b. Vacation time will be charged in units of whole/half days; and
- c. All part-time, seasonal, contract or casual employees shall receive the percentage of vacation pay on their regular pay cheques
- d. Regular fulltime employees shall be compensated in the following manner:
 - i. Vacation earned the first year shall be taken prior to December 31st of that year. Thereafter, the entitlement shall be taken between



January 1st and December 31st in each year, based on computed entitlement. If their entitlement is not taken within this period, the employee shall not be entitled to further compensation for lost vacation time.

4. Exceptions
 - a. Notwithstanding the above, an employee can carry-over 10 days with the approval of the Chief Administrative Officer. If applied for prior to December 1st, in any given year.
 - b. The employer reserves the right to allow vacation or part thereof to be taken in advance or before fully earned under the *Employment Standards Act*. If such advance vacation is approved and taken, should termination occur, the employee shall re-imburse the Township for the unearned portion of such vacation.
5. While the Township will make every effort to accommodate employees vacation requests, the timing of an employee's vacation is always subject to their Supervisor's approval. Under normal circumstances, the Township will not allow vacation time to be taken during a probationary period.
6. The Township expects employees to resolve conflicts between themselves and their co-workers with respect to a proposed vacation date. If an employee is unable to resolve a vacation conflict their Supervisor will determine the vacation schedule based on seniority and staff availability.
7. It is in everyone's best interests that employees be well rested and able to work productively. Therefore, the Township encourages employees to take their vacation time when they have earned it and on weekly increments.
8. Employees should not anticipate that vacation time will be granted for more than two consecutive weeks.
9. If approval for carry forward has not been obtained, the Chief Administrative Officer/Clerk, Directors and Deputy Clerk, who have not taken all of their vacation entitlement by the end of the year, will be compensated/paid out for a maximum of one (1) week. Any vacation entitlement beyond this will be lost if not taken.
10. If approval for carry forward has not been obtained, any employees that have not taken all of their vacation entitlement by the end of the year will not be paid out and any remaining entitlement will be lost.
11. Vacation days cannot be converted to sick days or bereavement leave once your vacation leave has started.



12. Vacation time that has been taken before it is earned will be deducted from any wages or termination pay owing to an employee when their employment ends.



Section: Terms and Rules of Employment	Policy Number: C-1.6
Subsection: Schedule	Effective Date: January 1, 2011
Subject: Scheduling Vacations	Revision Date:
	Page 1 of 1

C-1.6 SCHEDULING VACATIONS

Purpose:

To establish a procedure for scheduling vacation periods for employees of the Township of Malahide.

Policy:

1. The timing of all vacations is at the convenience of the Township.
2. All non-union staff shall provide their Supervisor or Chief Administrative Officer/Clerk with vacation schedules for approval on or before March 1st, of each year.
3. Union staff shall provide the Road Operations Manager with vacation schedules for approval in accordance with the Collective Agreement.
4. The time of an employee's vacation is subject to the approval of their Supervisor.
5. Any conflicts between employees with respect to the timing of vacations will be resolved by the applicable Supervisor.
6. While the Township tries to accommodate employee choices of vacation time, the Township reserves the right to refuse a requested vacation schedule.
7. The Township of Malahide encourages employees to take their vacation in weekly increments if possible. Alternatively, vacation time must be scheduled in no less than one-half day increments.



AMO Watchfile



March 19, 2026

In This Issue:

- Take a look at AMO's Holding Public Meetings Handguide.
- Make Your Municipal Move campaign update.
- Proposed Harmonization of Municipal Road Construction Standards.
- Ontario Heritage Framework Transformation: Archaeology Program changes.
- July 1 Deadline for BPS energy reporting.
- Consultation on 2026-2029 Federal Sustainable Development Strategy.
- Webinar on Build Canada Homes.
- Celebrating 70 years of Ontario's Small Urban Municipalities: keynote speaker announcement.
- Supporting your Run for Municipal Office in 2026: Resources and Workshops.
- Indigenous Candidates Thinking of Running for Office.
- Better Rural Data for Better Municipal Decisions - join us April 2.
- Blog: Public-Sector Identification in the Age of AI.
- Canoe Webinar: Procurement Confessions.
- OPPI is seeking a Public Interest Representative.
- IPAC Emerging Leaders Conference.
- FCM's Board nominations are now open.
- Careers.

AMO Matters

AMO's [Holding Public Meetings Handguide](#) addresses challenges that may arise in public meetings and engagements. This handguide offers practical tools and resources to ensure decorum, structure, and clear communication so that residents can contribute to meaningful discussions. This is one of seven guides found within [AMO's Leading with Respect Handguides](#), which all provide practical tools to help councils and staff manage conflict and foster a culture of civility.

AMO's Municipal Move Campaign has generated nearly 18 million impressions, helping to raise awareness of municipal careers in Ontario and the vital role of local government. Don't miss out -- [use our Campaign Toolkit](#) to make the most of this momentum.

Provincial Matters

The Ministry of Transportation is seeking feedback on a proposed regulation that would set mandatory road construction standards for municipalities. [Provide feedback](#) by March 30.

The Ministry of Citizenship and Multiculturalism is proposing changes to Ontario's Heritage Framework to streamline archaeological assessments and set criteria for evaluating Licensed Consultant Archaeologists' compliance records. [Provide feedback](#) by April 5.

Municipalities must [report annual energy use](#) and greenhouse gas emissions to the province by July 1. This helps manage costs, identify energy-saving opportunities, and reduce emissions.

Federal Matters

Environment and Climate Change Canada is seeking feedback on their Sustainable Development Strategy by May 12. Provide feedback through [online questionnaire](#), by [e-mail](#), or through participating in an upcoming [webinar](#).

On April 24th, Housing, Infrastructure and Communities Canada will host a webinar explaining Build Canada Homes' portal and investment policy framework in Ontario. Register now on [Microsoft Teams](#).

Education Opportunities

In this milestone year, the 2026 Conference program content is a reminder of why OSUM matters to your leadership. Join Opening Keynote, Althia Raj, who will set the stage on the state of provincial and federal politics. [View program outline and register now](#).

AMO is offering programs designed to support aspiring candidates and returning elected officials. Whether you are considering your first run for office, seeking re-election, representing an underrepresented community, or a youth, we have a program tailored for you. Resources range from helping you make the decision to run or run again, to building your team, crafting your message, and getting out the vote, and includes the

Lead Where You Live guide for key steps in the process. Register for workshops and access resources [here](#).

AMO has expanded their Healthy Democracy Leadership Series. AMO is offering a series of workshops for urban Indigenous peoples thinking about running for municipal office in the October 2026 elections. These sessions will provide insights and strategies to build your understanding and confidence around how to become a candidate and run a campaign. [Register here](#).

HEAR Initiative (Health, Economics, Adaptation in Rural Communities Initiative) is developing a new province-wide rural data platform designed to support more informed decision-making in rural communities. Join us for an interactive information session on Thursday, April 2 at 12:00 p.m. to learn how household-level rural data can help strengthen municipal planning, funding applications, council decisions, advocacy efforts, and long-term community resilience across rural Ontario. [Register for the free session here](#).

LAS

As identity fraud becomes more sophisticated with the use of AI tools, our FOI and Privacy Program Management program partner, Vayle, explains why public-sector verification practices must evolve. [Read the blog](#).

Join Stéphanie and Tony from [Canoe](#) as they share some of the strangest stories they've encountered in the world of procurement. [Register here](#) for 'Procurement Confessions: The Good, The Bad, and the "Did That Really Just Happen?"' on March 25th at 10:00 AM.

Municipal Wire*

The Ontario Professional Planners Institute (OPPI) is seeking a Public Interest Representative (PIR) to fill a [volunteer OPPI Council position](#) the governance term of June 2026 to June 2028. Experience in a field other than planning is required. The deadline to apply is April 10, 2026.

The Institute of Public Administration of Canada is hosting a professional development event focused on service delivery excellence on April 21. [Register for](#) virtual or in-person attendance.

Are you motivated by influencing and driving change on a national scale? Are you interested in defining municipal priorities? If so, submit your nomination to join FCM's Board of Directors today! The [nomination process is now open](#) for those who wish to run for FCM Board of Directors.

Careers

[Associate Director, Communications - Association of Municipalities of Ontario](#). Closing Date: April 3, 2026.

[Policy Advisor - Regional Municipality of Durham](#). Closing Date: March 29, 2026.

[Asset Management Analyst - City of Belleville](#). Closing Date: April 6, 2026.

About AMO

AMO is a non-profit organization representing almost all of Ontario's 444 municipal governments. AMO supports strong and effective municipal government in Ontario and promotes the value of municipal government as a vital and essential component of Ontario's and Canada's political system. Follow [@AMO](#) on LinkedIn!

AMO Contacts

[AMO Watchfile](#) Tel: 416.971.9856

[Conferences/Events](#)

[Policy and Funding Programs](#)

[LAS Local Authority Services](#)

[MEPCO Municipal Employer Pension Centre of Ontario](#)

[ONE Investment](#)

[Media Inquiries](#)

[Municipal Wire, Career/Employment and Council Resolution Distributions](#)



AMO Watchfile



March 26, 2026

In This Issue:

- AMO Launches Campaign to encourage participation in municipal elections.
- Annual Report - Canada Community-Building Fund (CCBF).
- Take a look at AMO's Fostering Civility at the Council Table Handguide.
- Proposed Harmonization of Municipal Road Construction Standards
- Ontario Heritage Framework Transformation: Archaeology Program changes
- Proposed Harmonization of Municipal Road Construction Standards
- Applications Open for EASE Grant
- Feedback Requested: Expanding the Canadian Navigable Waters Act.
- Supporting your Run for Municipal Office in 2026: Resources and Workshops
- Indigenous Candidates Thinking of Running for Office
- Better Rural Data for Better Municipal Decisions - join ROMA April 2.
- OSUM 2026: The Small Urban Approach to Municipal Challenges
- Preventing Escalated Behaviours Workshop: Practical Strategies for Safer Municipal Workplaces
- AMO Conference 2026: Registration is open!
- On the Road Again: LAS staff visit Ontario.
- Risk Management Grant - Apply by May 1.
- Apply now: AMCTO-Mitacs Municipal Innovation Internship Program.
- IPAC Emerging Leaders Conference.
- Careers.

AMO Matters

AMO has launched its province-wide campaign, *[When You Believe, They Believe](#)*, to showcase the everyday leadership of Ontarians and how it can translate into municipal office. Visit whenyoubelieve.ca to learn more.

AMO released its [CCBF Annual Report](#) summarizing results from investment of the Fund. Further detail on CCBF activities including progress on Asset Management can be found in the [Outcomes Report](#).

AMO's [Fostering Civility at the Council Table Handguide](#) provides principles, tips, and tools for managing conflict, being an active bystander, adopting civility pledges, and how to build effective working relationships with your council colleagues. This is one of seven guides found within AMO's Leading with Respect Handguides, which all provide practical tools to help councils and staff manage conflict and foster a culture of civility.

Provincial Matters

The Ministry of Transportation is seeking feedback on a proposed regulation that would set mandatory road construction standards for municipalities. [Provide feedback by March 30](#). The Ministry of Citizenship and Multiculturalism is proposing changes to Ontario's Heritage.

Framework to streamline archaeological assessments and set criteria for evaluating Licensed Consultant Archaeologists' compliance records. [Provide feedback by April 5](#).

The Ministry of Transportation is seeking feedback on a proposed regulation that would set mandatory road construction standards for municipalities. [Provide feedback by March 30](#).

The Enhancing Access to Spaces for Everyone (EASE) Grant awards up to \$60,000 for small capital projects for people with disabilities and older adults. Applications are open until May 7 at [Ontario.ca/EaseGrant](#).

Federal Matters

Transport Canada needs feedback from the public on their discussion paper on the proposed expansion of the Minor Works Order under the Canadian Navigable Waters Act. [Submit your comments by April 3rd](#).

Education Opportunities

AMO is offering programs designed to support aspiring candidates and returning elected officials. Whether you are considering your first run for office, seeking re-election, representing an underrepresented community, or a youth, we have a program tailored for you. Resources range from helping you make the decision to run or run again, to building your team, crafting your message, and getting out the vote, and includes the Lead Where

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The OSUM conference, April 29 – May 1 in Parry Sound is the only place where issues such as housing and homelessness, infrastructure challenges, incivility, weakened journalism, and strong mayor powers are addressed and discussed from the unique small urban municipal perspective. [View program outline and register now.](#)

Delivered by the Public Services Health & Safety Association, Preventing Escalated Behaviours is an interactive workshop that introduces practical, person-centered strategies to help recognize early signs of escalation, strengthen communication, and confidently and professionally respond to difficult situations. [Register for the two-part May 7 and May 28 workshop now.](#)

Municipalities carry significant responsibilities. The AMO Conference is your opportunity to gain a clear understanding of key issues and develop a support network for shared solutions to help you effectively lead in your community. [Don't miss it, register today.](#)

LAS

LAS staff are on their spring roadtrips, learning how we can better help municipal staff and talking about our programs. Want to meet? [Contact us](#) to set up an in-person or virtual meeting.

The All Risk Municipal Grant recognizes and supports innovative risk management practices within municipalities. [Learn more and submit your proposal by May 1](#) for a chance to receive \$10,000 towards your project.

Municipal Wire*

Don't miss your chance to apply for the next intake of the AMCTO-Mitacs Municipal Innovation Internship Program. This program offers municipalities a cost-effective way to identify, advance, and address innovation or research challenges by partnering with a post-secondary student interested in a career in local government. To learn more or to submit an application, [Click Here](#).

The Institute of Public Administration of Canada is hosting a professional development event focused on service delivery excellence on April 21. [Register for virtual or in-person attendance](#).

Careers

[Program Advisor, Infrastructure Asset Management - Association of Municipalities of Ontario \(AMO\)](#). **Closing Tomorrow:** March 27, 2026.

[Manager, Information, Privacy and Elections/Deputy City Clerk - City of Guelph](#). Closing Date: April 9, 2026.

[Director, External Relations - City of Thunder Bay](#). Closing Date: April 14, 2026.

[Intergovernmental Advisor - City of Guelph](#). Closing Date: April 12, 2026.

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[Municipal Wire, Career/Employment and Council Resolution Distributions](#)

**Joint Board of Management Minutes
Aylmer Area Secondary Water Supply System & Port Burwell Area
Secondary Water Supply System
December 17, 2025 – 1:00p.m.**

**Malahide Council Chambers
51221 Ron McNeil Line, Springfield**

The Joint Board of Management met at the Springfield & Area Community Services Building, at 51221 Ron McNeil Line, Springfield, at 1:00p.m. The following were present:

Board Members:

Municipality of Central Elgin – Norman Watson
Town of Aylmer – Pete Barbour
Township of Malahide – Chester Glinski

Absent:

Municipality of Bayham - Tim Emerson

Staff:

Township of Malahide – Sam Gustavson, Jason Godby, and Allison Adams
Municipality of Bayham – Thomas Thayer and Ed Roloson

(1) Call to Order

Pete Barbour is appointed Chair and the meeting is called to order at 1:12p.m.

(2) Disclosure of Pecuniary Interest

(3) Adoption of Minutes of Previous Meeting(s)

Moved by: Norman Watson

Seconded by: Chester Glinski

THAT the minutes of the Aylmer Area Secondary Water Supply System Joint Board of Management meeting held on September 17, 2025 be approved as presented.

Carried

Moved by: Tim Emerson

Seconded by: Chester Glinski

THAT the minutes of the Port Burwell Area Secondary Water Supply System Joint Board of Management meeting held on September 17, 2025 be approved as presented.

Carried

(4) Reports

- AASWSS-25-11 - 2025 AASWSS MECP Inspection Report

Moved by: Norman Watson
Seconded by: Chester Glinski

THAT Report No. AASWSS-25-11 entitled "2025 AASWSS MECP Inspection Report" be received.

Carried

- PBASWSS-25-11 - 2025 MECP Inspection Report

Moved by: Chester Glinski
Seconded by: Tim Emerson

THAT Report No. PBASWSS-25-11 entitled "PBASWSS 2025 MECP Inspection Report" be received.

Carried

- AASWSS-25-12 OCWA Third Quarter Operations

Moved by: Norman Watson
Seconded by: Chester Glinski

THAT Report No. AASWSS-25-12 entitled "OCWA Third Quarter Operations" be received.

Carried

- PBASWSS-25-12 OCWA Third Quarter Operations Report

Moved by: Tim Emerson
Seconded by: Norman Watson

THAT Report No. PBASWSS-25-12 entitled "OCWA Third Quarter Operations Report" be received.

Carried

(5) Correspondence

1. Elgin Area Primary Water Supply System - Yarmouth Yards Industrial Development (PowerCo et. al.), St. Thomas ONT
2. Town of Aylmer - Support for the "Yarmouth Yards" Industrial Development – St. Thomas, Ontario
3. Township of Malahide - Comments regarding the Elgin Area Primary Water Supply System Master Plan

(6) New Business

- 2026 Meeting Dates – March 18, 2026, June 17, 2026, September 16, 2026 and December 16, 2026

Moved by: Norman Watson
Seconded by: Chester Glinski

BE IT RESOLVED THAT the 2026 meeting dates for the Aylmer Area Secondary Water Supply System Joint Board of Management be scheduled for as March 18, June 17, September 16, and December 16, 2026.

Carried

Moved by: Tim Emerson
Seconded by: Norman Watson

BE IT RESOLVED THAT the 2026 meeting dates for the Port Burwell Secondary Water Supply System Joint Board of Management be scheduled as March 18, June 17, September 16, and December 16, 2026.

Carried

(7) Adjournment

Moved by: Chester Glinski
Seconded by: Norman Watson

THAT the Aylmer Area Secondary Water Supply System Joint Board of Management adjourn at 2:04 p.m. to meet again on March 18, 2026 at 1:00 p.m.

Carried

Moved by: Tim Emerson
Seconded by: Norman Watson

THAT the Port Burwell Secondary Water Supply System Joint Board of Management adjourn at 2:04 p.m. to meet again on March 18, 2026 at 1:00 p.m.

Carried



Board Chair – P. Barbour



Clerk – A. Adams



**Elgin County Council
Regular Council Meeting
Minutes**

**March 10, 2026, 9:00 a.m.
Council Chambers
450 Sunset Drive
St. Thomas ON**

Members Present: Warden Dominique Giguère
Deputy Warden Grant Jones
Councillor Ed Ketchabaw
Councillor Mark Widner
Councillor Andrew Sloan
Councillor Todd Noble
Councillor Mike Hentz
Councillor Richard Leatham

Members Absent: Councillor Jack Couckuyt (with notice)

Staff Present: Blaine Parkin, Chief Administrative Officer/Clerk
Nicholas Loeb, Director of Legal Services
Brian Masschaele, Director of Community & Cultural Services
Jennifer Ford, Director of Financial Services/Treasurer
Peter Dutchak, Director of Engineering Services
Mat Vaughan, Director of Planning and Development
Holly Hurley, Director of People & Culture
Joe Anne Holloway, Director of Homes and Seniors Services
Katherine Thompson, Manager of Administrative Services/Deputy Clerk
Mike Hoogstra, Manager of Purchasing and Risk
Jenna Fentie, Legislative Services Coordinator
Stefanie Heide, Legislative Services Coordinator

1. Meeting Call to Order

The meeting was called to order at 9:02 a.m. with Warden Giguère in the chair.

2. Approval of Agenda

Moved by: Councillor Hentz
Seconded by: Deputy Warden Jones

RESOLVED THAT the agenda for the March 10, 2026 County Council Meeting be approved as presented.

Motion Carried.

3. Introductions, Recognitions, Memorials

None.

4. Adoption of Minutes

Moved by: Councillor Leatham
Seconded by: Councillor Sloan

RESOLVED THAT the minutes of the meeting held on February 24, 2026 be adopted.

Motion Carried.

5. Disclosure of Pecuniary Interest and the General Nature Thereof

None.

6. Presenting Petitions, Presentations and Delegations

None.

7. Motion to Adopt Recommendations from the Committee of the Whole

7.1 Warden Giguère - ADM 26-08 - Recommendations from Committee of the Whole – February 24, 2026

Moved by: Deputy Warden Jones

Seconded by: Councillor Hentz

RESOLVED THAT items CW26-20-CW26-21 from the Committee of the Whole meeting dated February 24, 2026, and the recommendations therein be adopted.

Motion Carried.

8. Committee Recommendations

8.1 Recommendation from the February 24, 2026 Elgin/Central Elgin Joint Accessibility Advisory Committee Meeting

Moved by: Councillor Noble

Seconded by: Councillor Leatham

RESOLVED THAT item JAAC 26-03 from the February 24, 2026 Elgin/Central Elgin Joint Accessibility Advisory Committee and the recommendations therein be adopted.

Motion Carried.

9. Reports for Information and Immediate Consideration

9.1 Director of Engineering Services - ENG 26-04 Transportation Master Plan – Final Report

The Director of Engineering Services presented the final Elgin County Transportation Master Plan reports for Council's information.

Moved by: Councillor Hentz

Seconded by: Deputy Warden Jones

RESOLVED THAT the report titled "ENG 26-04 Transportation Master Plan – Final Reports" from the Director of Engineering Services, dated March 10, 2026 be received and filed.

Motion Carried.

9.2 Director of Engineering Services - ENG 26-07 Tender Awards for Cold In-Place Asphalt Recycling (Tender No. 2026-T05), Hot Mix Asphalt Paving (Tender No. 2026-T06), and Culvert Rehabilitations (Tender No. 2026-T07)

The Director of Engineering Services presented the report that seeks approval to award tenders for county road capital projects including Cold In-Place Asphalt Recycling, Hot Mix Asphalt Paving, and Culvert Rehabilitations.

Moved by: Councillor Widner
Seconded by: Councillor Ketchabaw

RESOLVED THAT Roto-Mill Inc. be selected to complete Cold In-Place Asphalt Recycling on various roads, Tender No. 2026-T05 at a total price of \$1,978,191.24 inclusive of a \$50,000 contingency allowance and exclusive of HST; and

THAT Brantco Construction be selected to complete Hot Mix Asphalt Paving on various roads, Tender No. 2026-T06 at a total price of \$5,415,177.50 inclusive of a \$250,000 contingency allowance and exclusive of HST; and

THAT Laemers Excavating be selected to complete Culvert Rehabilitations on various roads, Tender No. 2026-T07 at a total price of \$380,382.66, inclusive of a \$50,000 contingency allowance and exclusive of HST; and

THAT the Warden and Chief Administrative Officer be directed and authorized to sign the contracts.

Motion Carried.

9.3 Director of Homes and Seniors Services - HSS 26-02 Incontinence Products for Elgin County Homes (RFP) No. 2025-P47) - Contract Award

The Director of Homes and Seniors Services presented the report that provides details on the Request for Proposal (RFP) for Incontinence Products for the County's three long-term care homes and seeks Council's approval to award the contract to Cardinal Health Canada Inc.

Moved by: Deputy Warden Jones
Seconded by: Councillor Leatham

RESOLVED THAT the contract for Incontinence Products for Elgin County Homes be awarded to Cardinal Health Canada Inc. for a two-year term; and

THAT staff be authorized to extend the contract for an additional three (3) one-year terms, in accordance with section 7.6 of the Procurement Policy, subject to satisfactory performance during the initial two-year contract term; and

THAT the Warden and Chief Administrative Officer be authorized to sign the contract.

Motion Carried.

10. Council Correspondence

Moved by: Councillor Noble
Seconded by: Councillor Hentz

RESOLVED THAT Correspondence Item 10.1 be received and filed.

Motion Carried.

10.1 Western Ontario Wardens' Caucus February 2026 Newsletter

10.2 Flag Raising and Proclamation Request from the Elgin County Drowning Prevention Coalition

Moved by: Councillor Leatham
Seconded by: Councillor Sloan

RESOLVED THAT the flag raising and proclamation request from the Elgin County Drowning Prevention Coalition be approved.

Motion Carried.

11. Statements/Inquiries by Members

None.

12. Closed Meeting Items

Moved by: Councillor Widner

Seconded by: Councillor Ketchabaw

RESOLVED THAT we do now proceed into closed meeting session in accordance with the Municipal Act to discuss the following matters under Municipal Act Section 239 (2):

Closed Meeting Item #1 - Closed Meeting Minutes - February 24, 2026

Closed Meeting Item #2 - PAC26-01 ONA Bargaining Mandate

(d) labour relations or employee negotiations

Closed Meeting Item #3 - Human Resources Matter (verbal)

(b) personal matters about an identifiable individual, including municipal or local board employees

Motion Carried.

12.1 Closed Meeting Minutes - February 24, 2026

12.2 Director of People and Culture - PAC26-01 ONA Bargaining Mandate

12.3 Chief Administrative Officer/Clerk - Human Resources Matter (verbal)

13. Motion to Rise and Report

Moved by: Councillor Ketchabaw

Seconded by: Councillor Widner

RESOLVED THAT we do now rise and report.

Motion Carried.

Closed Meeting Item #1 - Closed Meeting Minutes - February 24, 2026

Moved by: Deputy Warden Jones

Seconded by: Councillor Leatham

RESOLVED THAT the February 24, 2026 closed meeting minutes be adopted.

Motion Carried.

Closed Meeting Item #2 - PAC26-01 ONA Bargaining Mandate

Moved by: Councillor Hentz

Seconded by: Councillor Widner

RESOLVED THAT staff proceed as directed.

Motion Carried.

Closed Meeting Item #3 - Human Resources Matter (verbal)

Moved by: Councillor Noble
Seconded by: Councillor Sloan

RESOLVED THAT the confidential report from the Chief Administrative Officer/Clerk be received and filed.

Motion Carried.

14. Consideration of By-Laws

14.1 By-Law No. 26-12 Confirmation

BEING a By-Law to Confirm Proceedings of the Municipal Council of the Corporation of the County of Elgin at the March 10, 2026 Meeting.

Moved by: Councillor Noble
Seconded by: Councillor Sloan

RESOLVED THAT By-Law No. 26-12 be now read a first, second, and third time and finally passed.

Motion Carried.

15. Adjournment

Moved by: Deputy Warden Jones
Seconded by: Councillor Leatham

RESOLVED THAT we do now adjourn at 10:21 a.m. to meet again on March 24, 2026 at 9:00 a.m.

Motion Carried.



Blaine Parkin,
Chief Administrative Officer/Clerk.



Dominique Giguère,
Warden.



Elgin County Council
Committee of the Whole Meeting
Minutes

March 10, 2026, 9:30 a.m.
Council Chambers
450 Sunset Drive
St. Thomas ON

Members Present: Warden Dominique Giguère
Deputy Warden Grant Jones
Councillor Ed Ketchabaw
Councillor Mark Widner
Councillor Andrew Sloan
Councillor Todd Noble
Councillor Mike Hentz
Councillor Richard Leatham

Members Absent: Councillor Jack Couckuyt (with notice)

Staff Present: Blaine Parkin, Chief Administrative Officer/Clerk
Nicholas Loeb, Director of Legal Services
Jennifer Ford, Director of Financial Services/Treasurer
Peter Dutchak, Director of Engineering Services
Mat Vaughan, Director of Planning and Development
Holly Hurley, Director of People & Culture
Joe Anne Holloway, Director of Homes and Seniors Services
Katherine Thompson, Manager of Administrative Services/Deputy Clerk
Jenna Fentie, Legislative Services Coordinator
Stefanie Heide, Legislative Services Coordinator

1. Meeting Call to Order

The meeting was called to order at 10:34 a.m. with Warden Giguère in the chair.

2. Approval of Agenda

Resolution Number: CW26-23

Moved by: Councillor Noble
Seconded by: Councillor Hentz

RESOLVED THAT the agenda for the March 10, 2026 Committee of the Whole Meeting be approved as presented.

Motion Carried.

3. Adoption of Minutes

Resolution Number: CW26-24

Moved by: Deputy Warden Jones
Seconded by: Councillor Leatham

RESOLVED THAT the minutes of the meeting held on February 24, 2026 be adopted.

Motion Carried.

4. Disclosure of Pecuniary Interest and the General Nature Thereof

None.

5. Members' Motions

None.

6. Reports of Council, Staff or Outside Boards

6.1 Legislative Services Coordinator - ADM 26-09 2026 Sponsorship Application Submissions

The Legislative Services Coordinator presented the 2026 sponsorship application submissions to the Elgin County Grants & Sponsorships Program for the Committee's review.

Resolution Number: CW26-25

Moved by: Deputy Warden Jones

Seconded by: Councillor Widner

RESOLVED THAT Option B be selected as the preferred funding allocation method for the sponsorships stream of the Elgin County Grants and Sponsorships Program for 2026.

Motion Carried.

6.2 Legislative Services Coordinator - ADM 26-10 2026 Grant Application Submission – Menno Lodge of Aylmer

The Legislative Services Coordinator presented the report that details the grant request received from Menno Lodge of Aylmer.

Resolution Number: CW26-26

Moved by: Councillor Widner

Seconded by: Councillor Ketchabaw

RESOLVED THAT the grant funding request in the amount of \$200,000 submitted by Menno Lodge be approved.

Motion Defeated.

6.3 Director of Engineering Services - ENG 26-05 County Road By-Law Updates

The Director of Engineering Services presented the report that recommends updates to the Consolidating Road By-Law and the Reduced Load Limits (Half Load Roads) By-Law.

Resolution Number: CW26-27

Moved by: Deputy Warden Jones

Seconded by: Councillor Hentz

RESOLVED THAT an updated by-law establishing the County roads system be adopted, and

THAT an updated by-law establishing reduced load limits on various County Roads between March 1 and April 30 annually, be adopted.

Motion Carried.

6.4 Director of Engineering Services - ENG 26-06 County Asset Transfer Protocol

The Director of Engineering Services presented the report that seeks direction and approval to develop a funding schedule to facilitate County road asset transfers.

Resolution Number: CW26-28

Moved by: Councillor Ketchabaw
Seconded by: Deputy Warden Jones

RESOLVED THAT staff engage Local Municipal Partners in a dialogue regarding the transfer protocol associated with the transfer of 21.12km of County Roads to their respective local jurisdiction; and

THAT staff report back to Committee of the Whole on the results of this dialogue.

Motion Carried.

7. Adjournment

Resolution Number: CW26-29

Moved by: Councillor Widner
Seconded by: Deputy Warden Jones

RESOLVED THAT we do now adjourn at 11:34 a.m. to meet again on March 24, 2026 at 9:30 a.m.

Motion Carried.



Blaine Parkin,

Chief Administrative Officer/Clerk.



Dominique Giguère,

Warden.

ELGIN COUNTY

From the Council Chambers

March 24, 2026

Council Meeting

Update on Central Elgin Hospital Lands Redevelopment

Elgin County Council received a presentation from Mary Lou Tanner, Senior Partner at NPG Planning Solutions, providing an update on the ongoing planning work for the Central Elgin Hospital Lands redevelopment. The presentation outlined the progression of the project, including the development of a Draft Official Plan Amendment (OPA), which builds on previously approved visioning, land use plans, and policy directions.

The update highlighted key elements of the proposed framework, including a mix of housing types and densities, integrated parks and community spaces, and a walkable, connected community design. It also emphasized the importance of public engagement, noting that feedback from residents and stakeholders has helped shape priorities such as housing affordability, green space, transportation, and community amenities.

Council's role at this stage was to receive the update, with further steps anticipated as the Municipality of Central Elgin advances the Official Plan Amendment through continued consultation before returning for future approvals.

For more information on the Central Elgin Hospital Lands redevelopment project, please click [here](#).

Draft St. Thomas–Elgin 10-Year Housing and Homelessness Plan Presented to Council

Elgin County Council received a presentation from Danielle Nielsen, Acting Director, and Brandon Sloan, Housing Accelerator Fund Coordinator, both with St. Thomas–Elgin Social Services, regarding the draft St. Thomas–Elgin 10-Year Housing and Homelessness Plan (2026–2036).

The presentation outlined the need for a new plan to replace the previous 2014 strategy, noting significant changes in the region over the past decade, including population growth, increased housing demand, and rising costs.

Draft St. Thomas–Elgin 10-Year Housing and Homelessness Plan Presented to Council (continued)

Current data highlights ongoing affordability challenges, including a gap between average housing prices and what households can afford. There is also a growing number of residents experiencing housing need and waitlist pressures for affordable housing.

Looking ahead, the plan identifies projected growth across St. Thomas and Elgin County and estimates that a significant portion of new housing will need to be affordable or supportive in nature. Targets include the creation of new subsidized and market-based affordable housing units, as well as additional supportive housing to meet community needs.

The draft plan is guided by a vision of “Housing for Everyone” and focuses on key strategic areas such as increasing housing supply, preserving existing housing, strengthening partnerships, and working toward ending homelessness through prevention and support initiatives.

Council received the presentation, with further public engagement planned before the draft plan is brought forward for future consideration and approval.

For the full Council Agenda, [click here](#).

Committee of the Whole

Policy Approved for the Unscheduled Closing of County Facilities

The Committee of the Whole received a report from the Director of Community and Cultural Services regarding a new Unscheduled Closing of County Facilities Policy.

The policy establishes a clear framework to guide decision-making when County facilities must be temporarily closed due to emergencies or other unforeseen circumstances. These may include inclement weather, facility issues, public health emergencies, cyberattacks, or other safety concerns.

The policy applies to a range of County facilities, including the Administration Building, Heritage Centre, Provincial Offences Act Court, and library branches. It also outlines how decisions to close and reopen facilities are made, how staff may be redeployed or compensated during closures, and how the County will communicate service disruptions to the public.

The report noted that, while temporary closures occur from time to time, the County did not previously have a single, formalized policy to guide these decisions. The new policy is intended to ensure consistent, timely, and transparent responses when closures are required.

For the full Committee of the Whole Agenda, [click here](#).

Aylmer Cemetery Board

Box 222
Aylmer, ON N5H 2R9
519-773-2181

March 17, 2026

Dear Township of Malahide Council,

On behalf of the Aylmer Cemetery Board, I would like to sincerely thank you for approving our application under the Community Grants Program.

We are truly grateful for the generous funding of \$10,000. This support plays an important role in helping us maintain and enhance the cemetery grounds, ensuring they remain a respectful, well-cared-for space for our community and the families we serve.

We appreciate the Township's continued commitment to supporting local initiatives that contribute to the well-being and heritage of our community. It is partnerships like this that allow us to carry out our work with care and pride.

Thank you again for your support and confidence in our organization.

Sincerely,



Janine Northey
General Manager
Aylmer Cemetery



LONG POINT REGION CONSERVATION AUTHORITY
Board of Directors Meeting Minutes of February 4, 2026
Approved March 6, 2026

Members in attendance:

Doug Brunton, Chair	Norfolk County
Chris Van Paassen, Vice-Chair	Norfolk County
Shelley Ann Bentley	Haldimand County
Dave Beres	Town of Tillsonburg
Robert Chambers	County of Brant
Michael Columbus	Norfolk County
Ed Ketchabaw	Municipality of Bayham/Township of Malahide
Tom Masschaele	Norfolk County
Debera McKeen	Haldimand County
Jim Palmer	Township of Norwich
Peter Ypma	Township of South-West Oxford

Regrets: None

Staff in attendance:

Judy Maxwell, General Manager
Aaron LeDuc, Manager of Corporate Services
Leigh-Anne Mauthe, Manager of Watershed Services
Jessica King, Social Media and Marketing Associate
Nicole Sullivan, HR Coordinator/Executive Assistant

1. Welcome and Call to Order

The Chair called the meeting to order at 8:05 p.m., Wednesday, February 4, 2026.

2. Additional Agenda Items

Vice-Chair, Chris Van Paassen, brought forward an additional item to the Closed session.

A-23/26

Moved by J. Palmer

Seconded by T. Masschaele

THAT the LPRCA Board of Directors add an Item to discuss:

- The security of the property of the Authority;

under Closed Session as item 10(B), moving current Item 10 (B), adjournment of closed session to item 10 (C), to the February 4, 2026 agenda.

Carried

FULL AUTHORITY COMMITTEE MEMBERS

Shelley Ann Bentley, Dave Beres, Doug Brunton, Robert Chambers, Michael Columbus, Ed Ketchabaw, Tom Masschaele, Debera McKeen, Jim Palmer, Chris Van Paassen, Peter Ypma

3. Approval of the Agenda

A-24/26

Moved by M. Columbus
Seconded by P. Ypma

THAT the LPRCA Board of Directors approves the agenda as amended.

Carried

4. Declaration of Conflicts of Interest

None were declared.

5. Minutes of the Previous Meeting

a) Board of Directors Meeting of January 7, 2026

A-25/26

Moved by E. Ketchabaw
Seconded by J. Palmer

THAT the minutes of the LPRCA Board of Directors Meeting held January 7, 2026 be adopted as circulated.

Carried

6. Business Arising

There was no business arising from the previous minutes.

7. Review of Committee Minutes

None.

8. Correspondence

A-26/26

Moved by S. Bentley
Seconded by D. McKeen

THAT the correspondences outlined in the Board of Directors agenda of February 4, 2026 be received as information.

Carried

9. Development Applications

a) Section 28 Regulations Approved Permits (L. Mauthe)

Leigh-Anne Mauthe presented the report.

FULL AUTHORITY COMMITTEE MEMBERS

Shelley Ann Bentley, Dave Beres, Doug Brunton, Robert Chambers, Michael Columbus, Ed Ketchabaw, Tom Masschaele, Debera McKeen, Jim Palmer, Chris Van Paassen, Peter Ypma

There were no questions.

A-27/26

Moved by S. Bentley
Seconded by J. Palmer

THAT the LPRCA Board of Directors receives the staff approved Section 28 Regulation Approved Permits report dated February 4, 2026 as information.

Carried

b) 2025 Permit Application Turnaround Times (L. Mauthe)

Leigh-Anne Mauthe presented the report.

Jim Palmer asked why the turnaround times in 2021 were much higher than all other years. Leigh-Anne Mauthe informed the Board that there were changes done to the process. In 2021, only a small list of applications could be approved by the General Manager, all others went to the Board even if staff were recommending approval. The approval process was changed, which allowed for less permits needing to wait for the monthly Board Meeting.

Mike Columbus asked how LPRCA's numbers compared to other Conservation Authorities. Leigh-Anne Mauthe informed the Board that all Conservation Authorities give Conservation Ontario the turnaround numbers and a report will be distributed.

Doug Brunton asked staff if LPRCA has LIDAR for all of Norfolk County and how recently. Leigh-Anne Mauthe responded in the affirmative and since 2018.

A-28/26

Moved by J. Palmer
Seconded by D. Beres

THAT the LPRCA Board of Directors receives the 2025 Permit Application Turnaround Times Report as information.

Carried

10. New Business

a) General Manager's Report (J. Maxwell)

Judy Maxwell presented the report.

Jim Palmer asked staff if there were any preparations for a quick melt of the snow. Judy Maxwell informed the Board that there is concern with the ice in the creeks which could cause flooding, and a slower warm up would be ideal to lessen flooding chances. LPRCA will be monitoring the watershed.

FULL AUTHORITY COMMITTEE MEMBERS

Shelley Ann Bentley, Dave Beres, Doug Brunton, Robert Chambers, Michael Columbus, Ed Ketchabaw, Tom Masschaele, Debera McKeen, Jim Palmer, Chris Van Paassen, Peter Ypma

A-29/26

Moved by T. Masschaele
Seconded by P. Ypma

THAT the LPRCA Board of Directors receives the General Manager’s Report for January 2026 as information.

Carried

b) Service Recognition Program (J. Maxwell)

Judy Maxwell presented the Service Recognition Program report.

A-30/26

Moved by S. Bentley
Seconded by D. McKeen

THAT the LPRCA Board of Directors receives the Service Recognition Program Report as information.

Carried

11. Closed Meeting

The Board entered closed session at 8:20 p.m.

A-31/26

Moved by S. Bentley
Seconded by M. Columbus

THAT the LPRCA Board of Directors does now enter into a closed session to discuss:

- The Security of the property of the Authority

Carried

The Board reconvened in open session at 8:36 p.m.

The closed meeting minutes of January 7, 2026 was approved in the closed session.

Next meeting: March 6, 2026, Annual General Meeting

Adjournment

The Chair adjourned the meeting at 8:37 p.m.

Doug Brunton
Chair

Judy Maxwell
General Manager/Secretary-Treasurer

FULL AUTHORITY COMMITTEE MEMBERS

Shelley Ann Bentley, Dave Beres, Doug Brunton, Robert Chambers, Michael Columbus, Ed Ketchabaw, Tom Masschaele, Debera McKeen, Jim Palmer, Chris Van Paassen, Peter Ypma



Full Authority Minutes February 11, 2026

A meeting of the Full Authority of the Kettle Creek Conservation Authority was held on Wednesday, February 11, 2026 at 10:02 a.m. The meeting was streamed live to Facebook.

Audio/Video Record Notice

The Audio/Video Recording Notice was posted and made available to the public.

Members Present:

Lori Baldwin-Sands	St. Thomas	In Person
Jim Herbert	St. Thomas	In Person
Sharron McMillan, Vice Chair	Thames Centre	In Person
Todd Noble, Chair	Central Elgin	In Person
Jerry Pribil	London	Virtual
Sam Trosow	London	Virtual
John Wilson	Malahide	In Person

Members Absent with Regret:

Grant Jones	Southwold
JJ Strybosch	London
Frank Berze	Middlesex Centre

Staff Present

Jennifer Dow	Water Resources Supervisor	Virtual
Maisa Fumagalli	Planning and Regulations Supervisor	In Person
Jessica Kirschner	Corporate Services Coordinator	Virtual
Brandon Lawler	Forests and Lands Technician	Virtual
Jeff Lawrence	Forestry and Lands Supervisor	In Person
Betsy McClure	Manager Communication/Stewardship/Outreach	In Person
Jessy Van der Vaart	Communications and Outreach Coordinator	In Person
Elizabeth VanHooren	General Manager/Secretary Treasurer	In Person

Guests:

Jim Frederick	Graham Scott Enns	In Person
Scott Trevors	Graham Scott Enns	In Person

John Wilson joined the meeting just prior to Matters Arising.

Introductions & Declarations of Pecuniary Interest

There were no declarations of pecuniary interest.

Hearing Board

There was no Hearing required.

Delegations

There were no delegations.

Minutes of Meeting

FA21/2026

Moved by: Lori Baldwin-Sands

Seconded: Jim Herbert

That the minutes of the January 21, 2026 Full Authority meeting be approved.

Carried

Matters Arising

- a) February Media Report
- b) February Watershed Conditions Report

FA22/2026

Moved by: Sharron McMillan

Seconded: Jim Herbert

That the Staff Reports under Matters Arising (a) through (b) be received.

Carried

Correspondence

- a) From Township of Malahide Re: Acknowledgement of ERO#025-1257 January 16, 2026
- b) From Municipality of North Perth Re: Proposed Consolidation of Conservation Authorities in Ontario January 22, 2026
- c) From Township of Russell Re: Proposed Amendments to the Conservation Authorities Act January 26, 2026
- d) From Canton de Champlain Township Re: Proposed Amendments to the Conservation Authorities Act January 29, 2026
- e) From Lower Thames Conservation Authority Invitation to Annual General Meeting February 19, 2026
- f) From St. Clair Region Conservation Authority Invitation to Annual General Meeting February 26, 2026

FA23/2026

Moved by: Lori Baldwin-Sands

Seconded: John Wilson

That the correspondence be received.

Carried

Statement of Revenue and Expenses

- a) 2025 Draft Audited Financial Statements (Staff Report)
- b) Draft Financial Statements
- c) Finding Letter

Scott Trevors and Jim Frederick presented the draft Financial Statements and an overview of the audit. Baldwin-Sands asked if the expenses for Lake Whittaker and Dalewood campgrounds could be separated out rather than presented together. This change will be accommodated in the final statements that will be presented for approval at the February 25, 2025 Annual General Meeting.

FA24/2026

Moved by: Lori Baldwin-Sands

Seconded: John Wilson

That the report on the Draft Audited Financial Statements be received and that the Audit Finding Letter be executed.

Carried

New Business

The Chair allowed Jim Herbert to make a brief announcement under New Business. Herbert reported that the Mayor of St. Thomas, Joe Preston would not be seeking re-election in the upcoming municipal election. In addition, Herbert advised that the City of St. Thomas Fire Department had expressed interest in donating a boat and motor to the Authority. The Fire Department would be reaching out to staff to discuss the donation.

- a) Draft 2026 Budget-Updated

FA25/2026

Moved by: Sam Trosow

Seconded: Sharron McMillan

That the Draft 2026 Budget Updated report be received.

Carried

- b) Conservation Authorities Act Regulated Area Mapping Update

FA26/2026

Moved by: Lori Baldwin-Sands

Seconded: Sharron McMillan

That the staff report on the *Conservation Authorities Act* Regulated Area Mapping Update be received; and further

That the draft regulation mapping be posted to KCCA's website and circulated for public review in accordance with Section 4 of Ontario Regulation 41/24 under the *Conservation Authorities Act*; and finally

That staff present the final draft regulation mapping to the March 25, 2026 Full Authority Meeting.

Carried

c) February Planning and Regulations Report

FA27/2026

Moved by: Jim Herbert

Seconded: John Wilson

That the February Planning and Regulations Activity Report be received.

Carried

Closed Session

The Closed Session meeting began at 10:44 a.m.

FA28/2026

Moved by: Sharron McMillan

Seconded: Jim Herbert

That the Full Authority move to Closed Session to discuss legal, Personnel or Property matters.

Carried

FA29/2026

Moved by: Lori Baldwin-Sands

Seconded: Sharron McMillan

That the Full Authority revert to open session and report.

Carried

The Open Session resumed at 11:20 a.m.

a) December 17, 2025 Closed Session Minutes

FA30/2026

Moved by: John Wilson

Seconded: Lori Baldwin Sands

That the minutes of the Closed Session meeting of the December 17, 2025 Full Authority Meeting be approved.

Carried

b) Legal Matter

c) Legal Matter

FA31/2026

Moved by: Sam Trosow

Seconded: John Wilson

That staff proceed as directed on Legal Matters.

Carried

- d) Property Matter
- e) Property Matter
- f) Personnel Matter

FA32/2026

Moved by: Lori Baldwin-Sands

Seconded: Sam Trosow

That staff proceed as directed on property and personnel matters.

Carried

Upcoming Meetings

Annual General Meeting (Budget)

February 25, 2026

KCCA Full Authority Meeting

March 25, 2026

Carried

The meeting adjourned at 11:23 a.m.



Elizabeth VanHooren
General Manager/Secretary Treasurer

Todd Noble
Chair

Recorded Vote Registry FA21/2026 to FA26/2026

A=Absent Y=Yes N=No AB=Abstain

Board Member	FA21/2026	FA22/2026	FA23/2026	FA24/2026	FA25/2026	FA26/2026
Baldwin-Sands	Y	Y	Y	Y	Y	Y
Berze	A	A	A	A	A	A
Herbert	Y	Y	Y	Y	Y	Y
Jones	A	A	A	A	A	A
McMillan	Y	Y	Y	Y	Y	Y
Noble	Y	Y	Y	Y	Y	Y
Pribil	Y	Y	Y	Y	Y	Y
Strybosch	A	A	A	A	A	A
Trosow	Y	Y	Y	Y	Y	Y
Wilson	A	Y	Y	Y	Y	Y
Result	Carried	Carried	Carried	Carried	Carried	Carried

Recorded Vote Registry FA27/2026 to FA32/2026

A=Absent Y=Yes N=No AB=Abstain

Board Member	FA27/2026	FA28/2026	FA29/2026	FA30/2026	FA31/2026	FA32/2026
Baldwin-Sands	Y	Y	Y	Y	Y	Y
Berze	A	A	A	A	A	A
Herbert	Y	Y	A	A	A	A
Jones	A	A	A	A	A	A
McMillan	Y	Y	Y	Y	Y	Y
Noble	Y	Y	Y	Y	Y	Y
Pribil	Y	Y	Y	Y	Y	Y
Strybosch	A	A	A	A	A	A
Trosow	Y	Y	Y	Y	Y	Y
Wilson	Y	Y	Y	Y	Y	Y
Result	Carried	Carried	Carried	Carried	Carried	Carried



Annual General Meeting Minutes

February 25, 2026

The 2025 Annual General Meeting of the Kettle Creek Conservation Authority was held on Wednesday, February 25, 2026. The meeting was streamed live to Facebook.

The meeting came to order at 10:03 a.m. VanHooren announced that elections occurred at the January 21, 2026 meeting with Todd Noble being acclaimed Chair and Sharron McMillan acclaimed as Vice Chair for 2026.

Audio/Video Record Notice

The Audio/Video Record Notice was posted and made available to the public.

Land Acknowledgement

Kettle Creek Conservation Authority wishes to acknowledge the treaty and traditional lands originally occupied by the Indigenous First Nation peoples of the Anishinabek, Attiwonderonk and Haudenosaunee nations. KCCA strives to build meaningful relationships with Indigenous communities and recognizes the importance of respecting these treaties and lands.

VanHooren conducted a roll call with the following members identifying their presence:

Members Present In Person:

Lori Baldwin-Sands	City of St. Thomas
Frank Berze	Middlesex Centre
Grant Jones	Southwold Township
Jim Herbert	City of St. Thomas
Sharron McMillan	Thames Centre
Todd Noble	Municipality of Central Elgin
JJ Strybosch	City of London
John Wilson	Malahide Township

Members Present Virtually:

Jerry Pribil	City of London
Sam Trosow	City of London

Staff Present In Person:

TJ Brine	Lake Whittaker Crew Lead
Mike Buis	Lake Whittaker Coordinator
Jennifer Dow	Water Resources Supervisor
Maisa Fumagalli	Planning and Regulations Supervisor
Owen Husten	Dalewood Crew Lead
Jessica Kirschner	Corporate Services Coordinator

Brandon Lawler	Forests and Lands Technician
Jeff Lawrence	Forestry and Lands Supervisor
Rob Lindsay	Dalewood Coordinator
Betsy McClure	Manager Communications/Stewardship/Outreach
Stacey Pond	Resource Assistant
Scott Pinnell	Maintenance and Safety Coordinator
Jessy Van der Vaart	Communications and Outreach Coordinator
Elizabeth VanHooren	General Manager/Secretary Treasurer

Guests:

Jim Frederick	Graham Scott Enns
Scott Trevors	Graham Scott Enns

As some members were joining the meeting electronically all votes were recorded and are included in the Recorded Vote Registry.

Introductions & Declarations of Pecuniary Interest

There were no declarations of pecuniary interest.

Chair's Remarks

The Chair welcomed everyone to the Annual General Meeting. Chair Noble reflected on another year of accomplishments and the year ahead. While details of the proposed consolidation of conservation authorities are still emerging the Chair, and Board, are determined to approach the year ahead with openness and resolve to ensure the watershed remains resilient.

General Business

a) Presentation of 2025 Financial Statements

Scott Trevors presented a brief explanation of the Financial Statements.

AM1/2026

Moved by: Lori Baldwin-Sands

Seconded: Frank Berze

That the Year 2025 Financial Statements be adopted as presented.

Carried

b) Presentation of the 2025 Annual Report

Elizabeth VanHooren presented the 2025 Annual Report. This year's report focused on the local connections, knowledge and relationships that allow KCCA to deliver programs and services that matter locally. 2025 successes included updated regulation mapping, the planting of more than 64,000 native trees and shrubs, new log cabins at Lake Whittaker and outreach to thousands of watershed residents through social media posts, Learn to Fish Programs and the Carolinian Forest Festival.

AM2/2026

Moved by: Sharron McMillan

Seconded: Jim Herbert

That the Year 2025 Annual Report be adopted as presented.

Carried

c) 2025 Elgin Clean Water Program Annual Report

McClure presented the 2025 Elgin Clean Water Program Annual Report. The Program supported 28 projects in 2025 surpassing \$4 million in total project value since its inception in 2012. A new maintenance funding category was introduced to ensure earlier investments remain effective over time, reinforcing long-term stewardship.

AM3/2026

Moved by: JJ Strybosch

Seconded: John Wilson

That the 2025 Elgin Clean Water Program Annual Report be received.

Carried

c) Presentation of the 2026 Budget

AM4/2026

Moved by: Sam Trosow

Seconded: Jerry Pribil

That the proposed 2026 Budget be approved as presented with expenditures of \$3,510,678.

Carried

In accordance with KCCA's Administrative By-Law, a weighted vote was taken. In the event that not all of a municipality's member(s) are present, the member(s) in attendance represent(s) only their proportion of the municipal weighting in the voting.

The motion carried with 100% of the weighted vote and 100% of the weighted vote present.

AM4/2026 Recorded Vote

Member Municipality	Present	Levy %	Weight %	In Favour	Opposed	Absent
City of London		54.87	50			
Sam Trosow	•		16.67	•		
Jerry Pribil	•		16.67	•		
JJ Strybosch	•		16.66	•		
City of St. Thomas		27.35	30.30			
Lori Baldwin-Sands	•		15.15	•		
Jim Herbert	•		15.15	•		
Central Elgin		7.73				
Todd Noble	•		8.57	•		
Southwold		6.45				
Grant Jones	•		7.14	•		
Thames Centre		1.30				
Sharron McMillan	•		1.44	•		
Middlesex Centre		1.66				
Frank Berze	•		1.84	•		
Malahide		0.64				
John Wilson	•		0.71	•		
Total		100	100%			

d) Reserve Policy Update and Proposed Transfers

AM5/2026

Moved by: John Wilson
Seconded: Grant Jones

That the updates to the Reserve Policy be approved and;

Further that \$53,751.56 from the Carolinian Forest Festival Reserve and \$138,346.45 from the Conservation Lands Management Reserve be transferred to the Kettle Creek Environmental Trust as outlined in the Reserve Policy Update and Proposed Transfers staff report.

Carried

Special Presentations

a) Staff Recognition

VanHooren recognized Jeff Lawrence, Forestry and Lands Supervisor for 15 years of service. When added Lawrence’s previous contract and employment service with KCCA and other conservation authorities he has over 25 years in the conservation authority sphere.

The Chair thanked members, staff and the public for attending the meeting. The next meeting of the Full Authority will be March 25, 2026 at 10:00 a.m.

AM6/2026

Moved by: JJ Strybosch

Seconded: Lori Baldwin-Sands

That the meeting adjourn at 10:34 a.m.

Carried



Elizabeth VanHooren
General Manager/Secretary Treasurer



Todd Noble
Chair

Recorded Vote Registry AM1/2026 to AM6/2026

A=Absent Y=Yes N=No

Board Member	AM1/2026	AM2/2026	AM3/2026	AM4/2026	AM5/2026	AM6/2026
Baldwin-Sands	Y	Y	Y	Y	Y	Y
Berze	Y	Y	Y	Y	Y	Y
Herbert	Y	Y	Y	Y	Y	Y
Jones	Y	Y	Y	Y	Y	Y
McMillan	Y	Y	Y	Y	Y	Y
Noble	Y	Y	Y	Y	Y	Y
Pribil	Y	Y	Y	Y	Y	Y
Strybosch	Y	Y	Y	Y	Y	Y
Trosow	Y	Y	Y	Y	Y	Y
Wilson	Y	Y	Y	Y	Y	Y
Result	Carried	Carried	Carried	Carried	Carried	Carried

Generic Review of the Model Franchise Agreement for Natural Gas

On October 15, 2025, the Chief Commissioner of the Ontario Energy Board (OEB) issued a **letter** indicating the OEB's intention to commence a generic proceeding to conduct a limited review of the **Model Franchise Agreement**. The OEB is now initiating this proceeding on its own motion pursuant to section 19 of the *Ontario Energy Board Act, 1998*.

What is a Model Franchise Agreement?

Before a natural gas utility can provide gas service within a municipality, it must enter into a franchise agreement with that municipality. A franchise agreement is an operational contract between a municipality and a gas utility that sets out the rights and obligations of both parties. All franchise agreements must be approved by the OEB.

The OEB adopted the Model Franchise Agreement to ensure fairness, transparency and consistency among individual franchise agreements across Ontario. The OEB expects that gas utilities and municipalities will use the terms of the Model Franchise Agreement without amendment, unless there is a compelling reason for deviation.

Why is the OEB Initiating this Proceeding?

In recent years, several municipalities and local community-based interest groups in Ontario have challenged certain terms of the Model Franchise Agreement during individual gas franchise proceedings. Many of these challenges raised issues of a generic nature, focusing on certain sections of the Model Franchise Agreement itself, rather than unique municipality-specific circumstances.

In response, the OEB is initiating this proceeding to examine certain sections and components of the Model Franchise Agreement that have emerged as issues of concern. This proceeding will review the templated form of the Model Franchise Agreement; it will not entail a review of individual franchise agreements that have been signed by specific municipalities and gas utilities.

This proceeding takes place within the context of Ontario's current energy landscape and the objectives outlined in Ontario's Natural Gas Policy Statement, which establishes that natural gas remains a vital component of Ontario's energy mix.

Draft Issues List

Each issue in the draft issues list relates to provisions within the current Model Franchise Agreement that have been recently contested. The OEB will provide information on how parties can comment on the draft issues list at a later date.

- **Section 11 Alternative Easement:** Are changes required to the provisions in section 11 of the Model Franchise Agreement pertaining to notice, the availability of easements and cost sharing in the event of the proposed sale or closing of any highway or any part of a highway where there is a gas line in existence?
- **Section 12 Pipeline Relocation:** Are changes required to the cost-sharing provisions as between municipalities and utilities in section 12 of the Model Franchise Agreement relating to the costs associated with pipeline relocations? Are changes required in relation to the time requirements for the completion of relocation under section 12 (e.g., should a time be specified)? If so, what would be an appropriate amount of time?
- **Section 15 Disposition of the Gas System & Section 16 Use of Decommissioned Gas System:** Are changes required in section 15 and section 16 of the Model Franchise Agreement relating to the removal of decommissioned pipelines?
- **Non-substantive administrative updates to the Model Franchise Agreement:** What terminologies (e.g., job titles) in the Model Franchise Agreement require an update to reflect current operations?
- **Implementation of possible updates to the Model Franchise Agreement:** If changes to the Model Franchise Agreement are made, how should the updated terms affect existing gas franchise agreements and applications currently before the OEB (e.g., how and when should such changes be integrated into existing agreements)?

The scope of this proceeding does not include potential legislative or regulatory amendments, such as the payment of fees by utilities to municipalities for the use of right of way. Such fees are currently prohibited by *O. Reg. 584/06: Fees and Charges*. The relationship between the *Drainage Act* and municipal gas franchise agreements is also outside the scope of this proceeding.

YOU SHOULD KNOW

There are three types of OEB Hearings: oral, electronic and written. If you have a preference for the type of hearing, you can write to us to explain why. The OEB will decide on the format of the hearing at a later date.

Ce document est aussi disponible en français.

Information Session

OEB staff will hold a virtual information session about this proceeding on the morning of **April 15, 2026, beginning at 9:30 AM**. This information session will not be transcribed, nor will it form part of the public record. Its purpose is to provide general information about the Model Franchise Agreement and the regulatory framework for municipal gas franchises and the typical steps in an OEB proceeding. OEB staff will not be addressing specific feedback on the draft issues list during the session as there will be an opportunity to provide comments at a later date. To sign up for the virtual information session scheduled for the morning of April 15, 2026 please complete the form at **Information Session Registration** by **April 10, 2026**. Details on how to login to the information session will be provided at a later date.

Intervention Requests

Municipalities, gas utilities, and other interested parties who wish to actively participate in this proceeding must apply for intervenor status and, where applicable, cost eligibility using the OEB's online **Intervention Form** by **April 20, 2026**. Municipalities and gas utilities will be granted intervenor status. Other interested parties may be granted intervenor status and, in their intervenor requests, are required to clearly identify and explain their substantial interest in the issues to be addressed within the scope of this proceeding.

Collaborating as a group, rather than participating individually, can support a more efficient and coordinated regulatory process. Municipalities in particular are encouraged to work together and consider a group approach where common interests exist. For the purposes of this proceeding, the term Municipal Group refers to a group of municipalities organized together with a common interest. The OEB will consider requests for intervenor status from more than one Municipal Group.

Cost Awards

Under section 3.05 of the OEB's **Practice Direction on Cost Awards**, a municipality (whether participating individually or as part of a group) is not eligible for a cost award. However, given the unique nature of this proceeding, the OEB is making an exception to this rule and will allow municipalities or Municipal Groups to receive cost awards for their participation. The OEB is making this exception pursuant to section 3.07 of the *Practice Direction on Cost Awards*.

Other interested parties that seek intervenor status in this proceeding may also seek cost award eligibility in accordance with the *Practice Direction on Cost Awards*.

Interested parties should note that being eligible for a cost award does not guarantee that all costs claimed will be recovered. Cost awards are determined by the OEB at the conclusion of the proceeding. All parties are encouraged to review the OEB's *Practice Direction on Cost Awards* for guidance on eligible costs and disbursements and on the OEB's considerations in awarding costs.

Parties that are approved as intervenors, including those approved for cost eligibility, will be advised by the OEB at a later date in Procedural Order No. 1.

LEARN MORE

You have the right to information about this proceeding and to participate in the process. Visit www.oeb.ca/participate and use file number **EB-2026-0009** to:

- Review proceeding documents
- Apply to become an intervenor
- File a letter with your comments
- Register to follow the proceeding

IMPORTANT DATES: You must engage with the OEB on or before **April 20, 2026** to:

- Provide input on the hearing type (oral, electronic or written)
- Apply to become an intervenor

If you do not, the hearing will move forward without you, and you will not receive any further notice of the proceeding.

PRIVACY: If you write a letter of comment, your name and the content of your letter will be put on the public record and the OEB website. If you are a business or if you apply to become an intervenor, all the information you file will be on the OEB website.

To learn more about this proceeding, you can also visit the **Model Franchise Agreement Review Engage With Us** webpage.

Ontario Energy Board

1-877-632-2727

Monday - Friday: 8:30 AM - 5:00 PM

oeb.ca

**Ministry of
Municipal Affairs
and Housing**

Housing Policy and Planning
Division

777 Bay Street, 12 Floor
Toronto ON M7A 2J3

**Ministère des
Affaires municipales
et du Logement**

Division des politiques de logement
et de la planification

777, rue Bay, 12 étage
Toronto ON M7A 2J3



Date: March 25, 2026

To: Chief Administrative Officers/Clerks/Planning Officials/Building Officials
Municipalities Across Ontario

Subject: Province-wide Survey on Planning and Building Permitting Systems

I am writing to inform you that the Ministry of Municipal Affairs and Housing (MMAH) has engaged Deloitte to support a province-wide municipal engagement initiative focused on opportunities to modernize and streamline Ontario's land use planning and building permitting systems.

In October 2025, alongside the introduction of the *Fighting Delays, Building Faster Act, 2025 (Bill 60)*, the government announced it would work with key partners to conduct a feasibility study on mechanisms that could support more efficient and transparent municipal land use planning and Building Code processes. Deloitte has now initiated the work to explore this concept, which will focus on:

- Leveraging platforms and municipal data-tracking IT solutions to improve efficiency and transparency in municipal land use planning and Building Code processes; and
- Using technologies, including Artificial Intelligence, to potentially enhance automation of review processes and further improve transparency.

In collaboration with municipal partners, the Ministry and Deloitte are seeking municipal input on potential solutions to standardize, modernize, and strengthen approval processes, including:

- The concept of a single, centralized province-wide platform for submitting site-specific municipal applications;
- Implementing province-wide tracking within the province-wide platform to monitor the progress of applications; and
- Identifying AI-enabled opportunities to automate or enhance steps in the municipal application review process.

As part of this work, Deloitte will be distributing a **province-wide survey** covering these key issues and will be looking for your strategic feedback. The survey will be launched around the last week of March and will run for approximately two weeks, using a combination of email invitations and telephone outreach. Deloitte will be hosting a live information session a few days following the survey launch for municipalities who wish to learn more. You will receive an email invitation from Deloitte shortly for this session.

.../2

As part of this engagement, Perry Group Consulting, in collaboration with Deloitte, will also be meeting with a select number of municipalities of varying sizes and contexts over the coming weeks to gather insights on:

- Current municipal application platforms;
- Opportunities to simplify and streamline municipal processes;
- Opportunities to increase automation of land use planning and Building Code review processes;
- Approaches to enhance transparency and accessibility of information for applicants, stakeholders, and the public; and
- Opportunities to improve consistency, standardization, and data collection across municipalities to enable better system-wide insights.

At this time, your municipality has not been identified for this additional engagement. Deloitte's findings will be used to inform future policy development and digital modernization, with a focus on streamlining municipal application processes through innovative technologies, standardized approaches, and improved data capabilities.

Your participation in the survey is extraordinarily valuable to ensuring future modernization efforts reflect municipal realities and needs. As such, the Ministry kindly requests that best efforts are made to complete the survey.

Thank you in advance for your collaboration and for your ongoing leadership in delivering critical local services to communities across Ontario.

Sincerely,



David McLean
Assistant Deputy Minister, Housing Policy and Planning Division
Ministry of Municipal Affairs and Housing

- c. Sean Fraser, Assistant Deputy Minister, Municipal and Housing Operations
Division, MMAH
Planning Directors, MMAH

**Ministry for Seniors and
Accessibility**

Minister
College Park
777 Bay Street 5th Floor
Toronto ON M7A 1S5

**Ministère des Services aux
aînés et de l'Accessibilité**

Ministre
College Park
777, rue Bay 5e étage
Toronto (Ontario) M7A 1S5



March 2026,

Dear Mayor, Reeve and Members of Council:

I am writing to invite you to [nominate](#) an exceptional local senior for the 2026 Ontario Senior of the Year Award.

This award provides each municipality the opportunity to honour one outstanding senior for their contributions to enriching the social, cultural, and civic life of their community.

The deadline for nominations is April 15, 2026.

For more information on how to submit a nomination online, please visit the [Ontario Senior of the Year](#) webpage. Once your nomination is submitted, a personalized certificate with your nominee's name will be sent to you. I encourage you to present this certificate to your nominee in June during Seniors Month.

The Ontario government is proud to celebrate Seniors Month with municipalities across the province. Seniors generously give their time, knowledge and expertise making Ontario the best place in this country to live and work. It is important to take the time to celebrate our older population and acknowledge their invaluable contributions.

If you have any questions regarding the 2026 Ontario Senior of the Year Award, please contact Ontario Honours and Awards at OntarioHonoursAndAwards@ontario.ca.

Thank you for supporting the civic engagement of your local seniors.

Sincerely,

A handwritten signature in black ink that reads "Raymond Cho".

Raymond Cho

Minister for Seniors and Accessibility

**Ministry for Seniors and
Accessibility**

Minister
College Park
777 Bay Street 5th Floor
Toronto ON M7A 1S5

**Ministère des Services aux
aînés et de l'Accessibilité**

Ministre
College Park
777, rue Bay 5e étage
Toronto (Ontario) M7A 1S5



Mars 2026

Monsieur le Maire/Madame la Mairesse, Préfet/ Préfète et Membres du Conseil :

Je vous écris pour vous inviter à [soumettre une candidature](#) pour le Prix ontarien de la personne âgée de l'année 2026.

Ce prix donne à chaque municipalité l'occasion d'honorer une personne âgée exceptionnelle de sa localité pour les contributions qu'elle a apportées à l'enrichissement de la vie sociale, culturelle et civique de sa communauté.

La date limite de soumission des candidatures est le 15 avril 2026.

Pour obtenir de plus amples renseignements concernant la façon de soumettre une candidature en ligne, veuillez visiter la page Web du [Prix ontarien de la personne âgée de l'année](#). Une fois que vous aurez soumis une candidature, un certificat personnalisé avec le nom de votre candidat(e) vous sera envoyé. Je vous encourage à le présenter à votre candidat(e) en juin pendant le Mois des aînés.

Le gouvernement de l'Ontario est ravi de célébrer le Mois des aînés avec les municipalités de toute la province. Les personnes âgées ont généreusement donné leur temps, leurs connaissances et leur expertise pour faire de cette province le meilleur endroit au pays où vivre et travailler. Il est important que nous prenions le temps de célébrer nos aînés et leurs précieuses contributions.

Si vous avez des questions au sujet du Prix ontarien de la personne âgée de l'année 2026, veuillez communiquer avec l'Unité de la reconnaissance des bénévoles à l'adresse suivante : OntarioHonoursAndAwards@ontario.ca

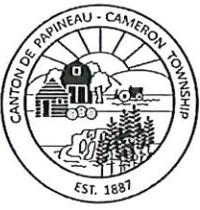
Merci d'avance pour votre soutien à l'engagement civique de vos aînés locaux.

Sincèrement,

A handwritten signature in black ink that reads "Raymond Cho". The script is fluid and cursive, with the first letters of each word being capitalized and prominent.

Raymond Cho

Ministre des Services aux aînés et de l'Accessibilité



THE CORPORATION OF THE TOWNSHIP OF PAPINEAU-CAMERON

4861 Highway 17, P.O. Box 630, Mattawa ON P0H 1V0
Office: (705) 744-5610 • Fax: (705) 744-0434 • Garage: (705) 744-5072
E-mail: admin@papineaucameron.ca Website: www.papineaucameron.ca

February 26, 2026

The Ontario Veterinary College
50 Stone Road East
Guelph, ON N1G 2W1

RE: Ontario Veterinary College expansion of enrollment capacity

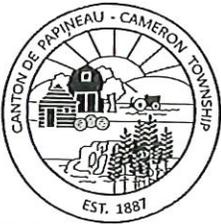
The Council of The Corporation of The Township of Papineau-Cameron met at their Regular Council Meeting on February 24, 2026 and passed the attached resolution 2026-50 that relates to the Ontario Veterinary College's enrollment capacity.

Yours truly,

Venessa Wilson
Administrative Assistant

Encl: Resolution 2026-50, Township of Papineau-Cameron

Cc: The Ontario Ministry of Agriculture, Food and Agribusiness
The Canadian Veterinary Medical Association
The Honorable Victor Fedeli, MPP, Minister of Economic Development, Job Creation and Trade
The Honorable Trevor Jones, MPP, Minister of Agriculture, Food and Agribusiness
The Honorable Nolan Quinn, MPP, Minister of Colleges, Universities, Research Excellence and Security
Association of Municipalities of Ontario
All Ontario Municipalities



THE CORPORATION OF THE TOWNSHIP OF PAPINEAU-CAMERON

4861 Highway 17, P.O. Box 630, Mattawa ON P0H 1V0
Office: (705) 744-5610 • Fax: (705) 744-0434 • Garage: (705) 744-5072
Website: www.papineaucameron.ca

DATE: **February 24, 2026**

RESOLUTION NUMBER: **2026-50**

MOVED BY:

Shelley Belanger

SECONDED BY:

M Chenier

WHEREAS large animal livestock owners in Northern Ontario have extremely limited access to large animal veterinary services;

AND WHEREAS the cost of large animal veterinary services in Northern Ontario is significantly higher due to long travel distances and the limited number of large animal veterinarians available to service the region;

AND WHEREAS it has come to the attention of the Council of Papineau-Cameron Township that three qualified individuals within our community have applied to the Ontario Veterinary College for large animal veterinary, but were denied admission due to limited enrollment capacity;

THAT the Council of Papineau-Cameron Township formally requests that the Ontario Veterinary College, the Ontario Ministry of Agriculture, Food and Agribusiness, and the Canadian Veterinary Medical Association consider expanding enrollment capacity at the Ontario Veterinary College to allow more qualified applicants to pursue certification as large animal veterinarians.

AND FURTHER THAT a copy of this resolution be forwarded to the Ontario Veterinary College, the Ontario Ministry of Agriculture, Food and Agribusiness, the Canadian Veterinary Medical Association, the Hon. Victor Fedeli MPP Minister of Economic Development, Job Creation and Trade, the Hon. Trevor Jones MPP Minister of Agriculture, Food and Agribusiness, the Hon. Nolan Quinn MPP Minister of Colleges, Universities, Research Excellence and Security, Association of Municipalities of Ontario, and Ontario Municipalities for their consideration and support.

CARRIED:

Robert Corriveau
(Mayor)

NOT CARRIED:

(Mayor)

Recorded Vote (Upon Request of Councillor _____) Section 246 (1) Municipal Act

RECORDED DIVISION VOTE	YES Signature	NO Signature	ABSTAIN Signature
Mayor Robert Corriveau			
Deputy Mayor Shelley Belanger			
Councillor Keith Dillabough			
Councillor Jason Bélanger			
Councillor Mélanie Chenier			

COPY



CORPORATION OF THE MUNICIPALITY OF SOUTH HURON

322 Main Street South P.O. Box 759

Exeter Ontario

N0M 1S6

Phone: 519-235-0310 Fax: 519-235-3304

Toll Free: 1-877-204-0747

www.southhuron.ca

March 24, 2026

Via email: trevor.jones@pc.ola.org

Ministry of Agriculture, Food and Agribusiness

11th Floor

77 Grenville Street

Toronto, ON M7A 1B3

Dear Hon. Trevor Jones,

Re: Ontario Veterinary College Enrollment Capacity

Please be advised that South Huron Council passed the following resolution at their March 16, 2026, Regular Council Meeting:

126-2026

Moved By: Jim Dietrich

Seconded by: Wendy McLeod-Haggitt

That South Huron Council supports the February 26, 2026 correspondence of the Township of Papineau-Cameron regarding Ontario Veterinary College Enrollment Capacity; and

That this supporting resolution and the originating correspondence be circulated to the Minister of Agriculture, Food and Agribusiness, Trevor Jones, the Minister of Economic Development, Job Creation and Trade, Victor Fedeli, the Minister of Colleges, Universities, Research Excellence and Security, Nolan Quinn, Lisa Thompson, MPP, the Canadian Veterinary Medical Association, AMO, and all municipalities in Ontario.

Result: Carried

Please find attached the originating correspondence for your reference.

Respectfully,

Kendra Webster, Legislative & Licensing Coordinator

Municipality of South Huron

kwebster@southhuron.ca

519-235-0310 x. 232

Encl.

cc: Minister of Economic Development, Job Creation and Trade, Victor Fedeli, vic.fedeli@pc.ola.org; the Minister of Colleges, Universities, Research Excellence and Security, Nolan Quinn, nolan.quinn@pc.ola.org; MPP Lisa Thompson, lisa.thompson@pc.ola.org; Canadian Veterinary Medical Association, admin@cvma-acmv.org; AMO, resolutions@amo.on.ca; and all municipalities in Ontario.



CORPORATION OF THE MUNICIPALITY OF SOUTH HURON

322 Main Street South P.O. Box 759

Exeter Ontario

N0M 1S6

Phone: 519-235-0310 Fax: 519-235-3304

Toll Free: 1-877-204-0747

www.southhuron.ca

March 24, 2026

Via email: stan.cho@pc.ola.org

Ministry of Tourism, Culture and Gaming

6th Floor

438 University Ave.

Toronto, ON M7A 1N3

Dear Hon. Stan Cho,

Re: Ontario Heritage Organization Development Grant Advocacy

Please be advised that South Huron Council passed the following resolution at their March 16, 2026 Regular Council Meeting:

125-2026

Moved By: Aaron Neeb

Seconded by: Ted Oke

That South Huron Council supports the February 17, 2026 correspondence of the Township of McNab/Braeside regarding Ontario Heritage Organization Development Grant Advocacy; and

That this supporting resolution and the originating correspondence be circulated to the Minister of Tourism, Culture and Gaming, Stan Cho, Lisa Thompson, MPP, AMO, and all municipalities in Ontario.

Result: Carried

Please find attached the originating correspondence for your reference.

Respectfully,

Kendra Webster, Legislative & Licensing Coordinator

Municipality of South Huron

kwebster@southhuron.ca

519-235-0310 x. 232

Encl.

cc: MPP Lisa Thompson, lisa.thompson@pc.ola.org; AMO, resolutions@amo.on.ca ; and all municipalities in Ontario.



Town of Saugeen Shores
600 Tomlinson Drive, P.O. Box 820
Port Elgin, ON N0H 2C0

March 23, 2026

SENT VIA EMAIL

The Honourable Doug Ford
Premier of Ontario
premier@ontario.ca

The Honourable Peter Bethlenfalvy
Minister of Finance
minister.fin@ontario.ca

The Honourable Graham McGregor, MPP
Minister of Citizenship and Multiculturalism
graham.mcgregor@pc.ola.org

RE: Architectural Conservancy of Ontario (ACO) Proposal to include \$10M per year in the 2026 provincial budget for Heritage Helping Housing (HHH) grant funding

At the March 23, 2026, Regular Council meeting for the Town of Saugeen Shores, the attached motion was passed endorsing the Architectural Conservancy of Ontario (ACO) Proposal to include \$10M per year in the 2026 provincial budget for Heritage Helping Housing (HHH) grant funding.

Sincerely,

Hailey Leigh-Mossley
Deputy Clerk
Encl.

cc. MPP Lisa Thompson
All Ontario Municipalities



THE CORPORATION OF THE TOWN OF SAUGEEN SHORES

MOVED BY: C. Grace

RESOLUTION NO: 096-2026

SECONDED BY: M. Myatt

DATE: March 23, 2026

Whereas older buildings have inherent sustainability and provide economic, environmental and social benefits for Ontario communities; and,

Whereas re-use of existing buildings reduces the need for increased infrastructure that accompanies new builds such as sewer and water services, new roads and sidewalks; and,

Whereas re-use of existing building can reduce construction waste and extend the life expectancy of landfills; and,

Whereas keeping older buildings helps a community remain visually richer and enhances identity while building its tourism brand and appeal; and,

Whereas creating a new, application-based, matching grant program of \$10M/year, modelled on an existing Alberta program would incentivize owners and smaller developers to keep, fix and reuse heritage buildings to create new housing; and,

Whereas such a grant program would provide an alternative to the Ontario heritage property tax relief program, which has limited impact on developers and reduces municipal revenues; and,

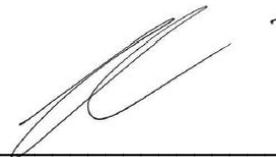
Whereas such a grant program would provide a simpler and more direct way for heritage building owners to fund renovations or conservation; and,

Whereas Ontario developers surveyed by the National Trust for Canada in 2014 ranked a heritage-revolving fund as their top incentive to encourage heritage development if:

- the grants are simple to apply for and to administer; and,
- the fund is large enough to meet at least 33% of the demand so that applicants have a reasonable chance of recovering the cost and effort of applying.

Therefore, be it Resolved That the Council of the Town of Saugeen Shores endorse the Architectural Conservancy of Ontario (ACO) Proposal to include \$10M per year in the 2026 provincial budget for Heritage Helping Housing (HHH) grant funding, and that this resolution be sent to the Premier, Minister of Finance, Minister of Citizenship and Multiculturalism, and MPP Lisa Thompson, and be circulated to all municipalities in Ontario.

- Carried
- Carried, as amended
- Defeated
- Deferred
- Referred
- Tabled
- Withdrawn



Mayor

March 17, 2026

The Honourable Doug Ford, Premier of Ontario
Premier's Office
Room 281, Main Legislative Building
Queen's Park
Toronto, ON M7A 1A5

The Honourable Paul Calandra, Minister of Education
5th Floor
438 University Avenue
Toronto, ON M7A 2A5

via email: premier@ontario.ca
minister.edu@ontario.ca

RE: Request for Provincial Consultation and Transparency Regarding Potential Changes to English Public School Board Governance

Dear Premier Ford and Minister Calandra,

At their regular scheduled meeting of March 16, 2026, Council of the Municipality of Bluewater received correspondence from Michael Bannerman, Board of Trustees Chair for the Avon Maitland District School Board regarding the potential changes to the English Public School Board Governance and passed the following resolution:

MOVED: Councillor Harris **SECONDED:** Councillor Walden
THAT Council of the Municipality of Bluewater supports the Avon Maitland District School Board in their request to the Government of Ontario to undertake a comprehensive, province-wide consultation process before moving forward with any changes to the governance structure of English public school boards; and

THAT this resolution be circulated to the Honourable Doug Ford, Premier of Ontario, the Honourable Paul Calandra, Minister of Education, MPP Lisa Thompson all Ontario municipalities. **CARRIED.**

Sincerely,



Chandra Alexander
Acting CAO/Manager of Corporate Services/Clerk

Encl: Letter from Avon Maitland District School Board Trustee Chair

cc: Michael Bannerman, Chair, Board of Trustees
MPP Lisa Thompson
All Ontario Municipalities



March 2, 2026

The Honourable Doug Ford
Premier's Office
Room 281, Main Legislative Building
Queen's Park
Toronto, ON M7A 1A5

And

The Honourable Paul Calandra
Minister of Education, Ministry of Education
315 Front Street West, 14th Floor
Toronto, ON M7A 0B8

Re: Request for Provincial Consultation and Transparency Regarding Potential Changes to English Public School Board Governance

Dear Premier Doug Ford and Minister Paul Calandra,

On behalf of the Trustees of the Avon Maitland District School Board, I am writing to respectfully request that the Government of Ontario undertake a comprehensive, province-wide consultation process before moving forward with any changes to the governance structure of English public school boards.

Recent public statements indicating that the Ministry is considering eliminating the role of democratically elected English public school trustees have generated significant concern among school boards, families, and communities across the province. Trustees serve as an essential democratic link between local communities and the public education system. Any proposal to fundamentally alter or remove this role would represent a major shift in the governance of education in Ontario and warrants careful study, thoughtful analysis, and open dialogue.

Given the magnitude of this potential change, we respectfully ask the government to clearly demonstrate how it has arrived at its current thinking. Specifically, we request that the Ministry make public the research, evidence, data analysis, policy reviews, stakeholder input, and performance evaluations that have informed its consideration of altering or eliminating the role of elected trustees. Transparency regarding the rationale, objectives, and anticipated outcomes of this proposal is essential to maintaining public trust and ensuring informed dialogue.

The Trustees of the Avon Maitland District School Board believe that decisions of this significance must be supported by transparent research and meaningful engagement with stakeholders. We respectfully request that the government initiate a formal consultation process that includes school boards, parents, educators, students, First Nations representatives, and the broader public. Such a process would help ensure that any future governance model is grounded in evidence and reflects the needs and priorities of Ontario's diverse communities.

As a board serving a large and predominantly rural geographic area, we also wish to emphasize the critical importance of the democratically elected trustee role in ensuring that rural perspectives are represented in education decision-making. Trustees provide an essential local voice for communities whose priorities and challenges may differ significantly from those experienced in larger urban centres. Issues such as student transportation, long travel distances, rural school viability, access to programming, and community connectivity are often best understood by locally elected representatives who live and work in those communities. Preserving avenues for rural representation helps ensure that provincial education policies reflect the realities of students and families across all regions of Ontario.

We are also concerned that removing English public school trustees could have unintended consequences for representation and accountability within the system. In many boards, legislated First Nations representation and student trustees play an important role in ensuring diverse voices are heard in decision-making. The loss of elected trustees could impact these mechanisms that currently provide important perspectives at the governance table.

We are aware that the Waterloo District School Board has written to the Ombudsman's Office to request an investigation into the fairness, transparency, and accountability of the process used to implement changes to the school board governance model, and we are in full support of this request.

The Trustees of the Avon Maitland District School Board remain committed to working collaboratively with the Ontario Ministry of Education and the Government of Ontario to support a strong, transparent, and responsive public education system. We believe that transparency, evidence-based decision-making, and meaningful consultation will best serve students, families, and communities across the province.

Thank you for your attention to this matter. We would welcome the opportunity to participate in any consultation process or discussion regarding the future governance of Ontario's public education system.

Sincerely,



Michael Bannerman
Chair, Board of Trustees
Avon Maitland District School Board

cc: AMDSB Trustees
MPP Lisa Thompson
MPP Matthew Rae
Local Municipalities
Local Media Outlets
Ontario Public School Boards' Association and Member Boards
AMDSB Parent Involvement Committee
AMDSB Special Education Advisory Committee
AMDSB Parent Councils Chairs



Northumberland County Council Resolution

SENT VIA EMAIL

March 19, 2026

All Ontario Municipalities

Re: Correspondence, Town of Cobourg 'Elbows Up for Climate Action'

At a meeting held on March 18, 2026 Northumberland County Council approved the following Resolution # 2026-03-18-212 adopting the below recommendation from the March 2, 2026 Public Works Committee meeting

Moved by Councillor Mandy Martin

Seconded by Councillor John Logel

"**That** the Public Works Committee having considered correspondence from the Town of Cobourg regarding 'Elbows Up for Climate Action', recommend that County Council support the correspondence and send a copy of this resolution to all Ontario Municipalities."

Council Resolution # 2026-03-18-212

Carried

If you have any questions regarding this matter, please do not hesitate to contact the undersigned at bennett@northumberland.ca or by telephone at 905-372-3329 ext. 2238.

Sincerely,

A handwritten signature in blue ink that reads "Tonia Bennett".

Tonia Bennett
Manager of Legislative Services / Clerk
Northumberland County

Council Resolution

Moved By M. Martin

Agenda
Item 10

Resolution Number
2026-03-18- 212

Seconded By J. Logel

Council Date: March 18, 2026

"That Council adopt all recommendations from the six Standing Committees, as contained within the Committee Minutes (meetings held March 2, 3 and 4, 2026), with the exception of the following items (referenced from the Standing Committee Minutes), that will be held for discussion:

- Public Works Committee, Item 7.a, Correspondence, Brenda Quin 'Proposed Charge for all Yard Waste Delivered to Transfer Stations' – **Held by Deputy Warden Martin**
- Public Works Committee, Item 8.c, Report 2026-036 'RFQ 25-40 Demolition of 9 Second St., 109 Saskatoon Ave. and 120 Grand Rd. Campbellford Contract Award' – **Held for Administrative Reasons**
- Public Works Committee, Item 8.e, Engineering Department Quarter 4, 2025 Update – **Held by Deputy Warden Martin**
- Economic Development, Tourism, and Land Use Planning Committee, Item 7.c Correspondence, Alto 'Alto Corridor Map and Virtual Engagement'- **Held by Councillor Logel**
- Corporate Support Committee, Item 8.a, Corporate Services Report 2026-042, '2025 Council Remuneration Review- **Update- Held by Councillor Hankivsky**

And Further That the items listed above and held for separate discussion each require a separate resolution."

Recorded Vote
Requested by _____
Councillor's Name

Carried  _____
Warden's Signature

Deferred _____
Warden's Signature

Defeated _____
Warden's Signature

Public Works Committee Resolution

Committee Meeting Date: March 2, 2026

Agenda Item: 7.c

Resolution Number: 2026-03-02- 164

Moved by: B Crate

Seconded by: J Logel

Council Meeting Date: March 18, 2026

"That the Public Works Committee having considered correspondence from the Town of Cobourg regarding 'Elbows Up for Climate Action', recommend that County Council support the correspondence and send a copy of this resolution to all Ontario Municipalities."

Carried 
Committee Chair's Signature

Defeated _____
Committee Chair's Signature

Deferred _____
Committee Chair's Signature



The Corporation of the Town of Cobourg

Resolution

City of Brantford
58 Dalhousie St.,
Brantford, Ontario N3T 2J2

Town of Cobourg
55 King Street West,
Cobourg, ON, K9A 2M2
clerk@cobourg.ca

Sent via email
clerks@brantford.ca

December 24, 2025

RE: Correspondence from David Miller regarding Elbows Up for Climate Action Letter

Please be advised that the Town of Cobourg Council, at its meeting held on November 26, 2025, passed the following resolution:

THAT Council support the correspondence from C40 Centre for City Climate Policy and Economy regarding Elbows Up for Climate Action; and

FURTHER THAT Council direct Staff to send a copy of this resolution to all Ontario municipalities.

Sincerely,

Kristina Lepik
Deputy Clerk/Manager, Legislative Services



The Corporation of the Town of Cobourg

Resolution

CC:

City of Greater Sudbury <clerks@greatersudbury.ca>; City of Hamilton <clerk@hamilton.ca>; City of Kawartha Lakes <clerks@kawarthalakes.ca>; City of Ottawa <Caitlin.salter-macdonald@ottawa.ca>; City of Toronto <clerk@toronto.ca>; County of Brant <alysha.dyjach@brant.ca>; County of Haldimand <clerk@haldimandcounty.on.ca>; County of Norfolk <clerks@norfolkcounty.ca>; County of Prince Edward <clerks@pecounty.on.ca>; Municipality of Chatham-Kent <ckclerk@chatham-kent.ca>; County of Bruce <cmacdonald@brucecounty.on.ca>; Municipality of Arran-Elderslie <clerk@arran-elderslie.ca>; Municipality of Brockton <fhamilton@brockton.ca>; Municipality of Northern Bruce Peninsula <clerk@northernbruce.ca>; Municipality of South Bruce <clerk@southbruce.ca>; Town of Saugeen Shores <clerk@saugeenshores.ca>; Town of South Bruce Peninsula <angie.cathrae@southbrucepeninsula.com>; Township of Huron-Kinloss <edance@huronkinloss.com>; County of Dufferin <clerk@dufferincounty.ca>; Town of Grand Valley <mtownsend@townofgrandvalley.ca>; Town of Mono <clerksoffice@townofmono.com>; Town of Orangeville <clerksdivision@orangeville.ca>; Town of Shelburne <townclerk@townofshelburnema.gov>; Township of Amaranth <nmartin@amaranth.ca>; Township of East Garafraxa <clerks@eastgarafraxa.ca>; Township of Melancthon <dholmes@melancthontownship.ca>; Township of Mulmur <tatkinson@mulmur.ca>; City of St. Thomas <mkonefal@stthomas.ca>; County of Elgin <kthompson@elgin.ca>; Municipality of Bayham <melliott@bayham.on.ca>; Municipality of Central Elgin <pshipway@centralelgin.org>; Municipality of West Elgin <clerk@westelgin.net>; Town of Aylmer <clerks@town.aylmer.on.ca>; Township of Malahide <aadams@malahide.ca>; Township of Southwold <cao@southwold.ca>; City of Windsor <clerks@citywindsor.ca>; County of Essex <clerks@countyofessex.ca>; Town of Amherstburg <clerk@amherstburg.ca>; Town of Essex <clerks@essex.ca>; Town of Kingsville <pparker@kingsville.ca>; Town of Lakeshore <clerk@lakeshore.ca>; Town of LaSalle <clerk@lasalle.ca>; Town of Tecumseh <jalexander@tecumseh.ca>; Township of Pelee <info@pelee.ca>; City of Kingston <cityclerk@cityofkingston.ca>; County of Frontenac <jamini@frontenaccounty.ca>; Township of Central Frontenac <cmacmunn@centralfrontenac.com>; Township of Frontenac Islands <dplumley@frontenacislands.ca>; Township of North Frontenac <clerkplanning@northfrontenac.ca>; Township of South Frontenac <lfragnito@southfrontenac.net>; City of Owen Sound <bbloomfield@owensound.ca>; Municipality of Grey Highlands <clerks@greyhighlands.ca>; Municipality of Meaford <clerk@meaford.ca>; Municipality of West Grey <info@westgrey.com>; Town of Hanover <tpatterson@hanover.ca>; Town of The Blue Mountains <townclerk@thebluemountains.ca>; Township of Chatsworth <patty.sinnamon@chatsworth.ca>; Township of Georgian Bluffs



The Corporation of the Town of Cobourg

Resolution

<clerks@georgianbluffs.ca>; Township of Southgate <clerks@southgate.ca>; County of Haliburton <mutter@haliburtoncounty.ca>; Municipality of Dysart et al <mbishop@dysartet.ca>; Municipality of Highlands East <rrogers@highlandseast.ca>; Township of Algonquin Highlands <dnewhook@algonquinhighlands.ca>; Township of Minden Hills <admin@mindenhills.ca>; City of Belleville <mtmacdonald@belleville.ca>; City of Quinte West <clerk@quintewest.ca>; Hastings County <bradleyc@hastingscounty.com>; Municipality of Centre Hastings <tchoinard@centrehastings.com>; Municipality of Hastings Highlands <clerk@hastingshighlands.ca>; Municipality of Tweed <clerk@tweed.ca>; Town of Bancroft <amckenzie@bancroft.ca>; Town of Deseronto <cmartin@deseronto.ca>; Township of Carlow Mayo <clerk@carlowmayo.ca>; Township of Limerick <clerk@township.limerick.on.ca>; Township of Madoc <clerk@madoc.ca>; Township of Stirling Rawdon <clerk@stirling-rawdon.com>; Township of Tudor and Cashel <clerk@tudorandcashel.com>; Township of Tyendinaga <clerk@tyendinagatownship.com>; Township of Wollaston <clerk@wollaston.ca>; Huron County <huronadmin@huroncounty.ca>; Municipality of Bluewater <clerk@municipalityofbluewater.ca>; Municipality of Central Huron <clerk@centralhuron.com>; Municipality of Huron East <clerk@huroneast.com>; Municipality of Morris-Turnberry <thallam@morristorynberry.ca>; Municipality of South Huron <clerk@southhuron.ca>; Town of Goderich <afisher@goderich.ca>; Township of Ashfield-Colborne-Wawanosh <clerk@acwtownship.ca>; Township of Howick <clerk@howick.ca>; Township of North Huron <clamb@northhuron.ca>; City of Sarnia <clerks@sarnia.ca>; County of Lambton <clerk@county-lambton.on.ca>; Municipality of Brooke-Alvinston <jdenkers@brookealvinston.com>; Municipality of Lambton Shores <info@lambtonshores.ca>; Town of Petrolia <petrolia@petrolia.ca>; Town of Plympton-Wyoming <ekwarciak@plympton-wyoming.ca>; Township of Dawn-Euphemia <clerk@dawneuphemia.on.ca>; Township of Enniskillen <dmctavish@enniskillen.ca>; Township of St. Clair <jbaranek@stclairtownship.ca>; Township of Warwick <info@warwicktownship.ca>; Village of Oil Springs <clerk@oilsprings.ca>; Village of Point Edward <jburns@villageofpointedward.com>; County of Lanark <jralph@lanarkcounty.ca>; Municipality of Mississippi Mills <jharfield@mississippimills.ca>; Town of Carleton Place <sblair@carletonplace.ca>; Town of Perth <anoel@perth.ca>; Town of Smiths Falls <nbennett@smithsfalls.ca>; Township of Beckwith <cmcgregor@twp.beckwith.on.ca>; Township of Drummond-North Elmsley <cryder@dnetownship.ca>; Township of Lanark Highlands <lhclerk@lanarkhighlands.ca>; Township of Montague <clerkadministrator@township.montague.on.ca>; Township of Tay Valley <clerk@tayvalleytwp.ca>; City of Brockville <clerk@brockville.com>; Municipality of North Grenville <clerk@northgrenville.on.ca>; Town of Gananoque



The Corporation of the Town of Cobourg

Resolution

<clerk@gananoque.ca>; Town of Prescott <marmstrong@prescott.ca>; Township of Augusta <officeclerk@augusta.ca>; Township of Edwardsburgh/Cardinal <rwilliams@twpec.ca>; Township of Elizabethtown - Kitley <yrobert@ektwp.ca>; Township of Front of Yonge <jault@frontofyonge.com>; Township of Leeds & the Thousand Islands <clerk@townshipleeds.on.ca>; Township of Rideau Lakes <mtruelove@rideaulakes.ca>; United Counties of Leeds and Grenville <clerk@uclg.on.ca>; Village of Merrickville-Wolford <cao@merrickville-wolford.ca>; Village of Westport <cao@villageofwestport.ca>; County of Lennox & Addington <tmckenzie@lennox-addington.on.ca>; Town of Greater Napanee <jwalters@greaternapanee.com>; Township of Addington Highlands <clerk@addingtonhighlands.ca>; Township of Loyalist <clerk@loyalist.ca>; Township of Stone Mills <bteepie@stonemills.com>; City of London <mschulth@london.ca>; Middlesex County <mivanic@middlesex.ca>; Municipality of North Middlesex <clerk@northmiddlesex.on.ca>; Municipality of Southwest Middlesex <clerk@southwestmiddlesex.ca>; Municipality of Thames Centre <clerk@thamescentre.on.ca>; Township of Adelaide Metcalfe <mbarnier@adelaidemetcalfe.on.ca>; Township of Lucan Biddulph <rreymer@lucanbiddulph.on.ca>; Township of Middlesex Centre <clerk@middlesexcentre.ca>; Township of Strathroy-Caradoc <clerk@strathroy-caradoc.ca>; Village of Newbury <case@newbury.ca>; County of Northumberland <matherm@northumberland.ca>; Municipality of Brighton <cdoiron@brighton.ca>; Municipality of Port Hope <sdave@porthope.ca>; Municipality of Trent Hills <clerksoffice@trenthills.ca>; Township of Alnwick/Haldimand <asmith@ahtwp.ca>; Township of Cramahe <clerk@cramahe.ca>; Township of Hamilton <dlivingstone@hamiltontownship.ca>; City of Woodstock <clerksinfo@cityofwoodstock.ca>; Oxford County <clerksoffice@oxfordcounty.ca>; Town of Ingersoll <danielle.richard@ingersoll.ca>; Town of Tillsonburg <clerks@tillsonburg.ca>; Township of East Zorra-Tavistock <mvader@ezt.ca >; Township of Norwich <admin@norwich.ca>; Township of South-West Oxford <clerk@swox.org>; Township of Zorra <clerk@zorra.ca>; City of Stratford <clerks@stratford.ca>; Municipality of North Perth <clerks@northperth.ca>; Municipality of West Perth <dhobson@westperth.com>; Perth County <clerk@perthcounty.ca>; Town of St. Marys <clerksoffice@town.stmarys.on.ca>; Township of Perth East <mgivens@pertheast.ca>; Township of Perth South <lscott@perthsouth.ca>; City of Peterborough <clerk@peterborough.ca>; County of Peterborough <info@ptbocounty.ca>; Township of Cavan Monaghan <cpage@cavanmonaghan.net>; Township of Douro-Dummer <martinac@dourodummer.on.ca>; Township of Havelock-Belmont-Methuen <bangione@hbmtwp.ca>; Township of Otonabee-South Monaghan <hscott@osmtownship.ca>; Township of Selwyn <achittick@selwyntownship.ca>; City



The Corporation of the Town of Cobourg

Resolution

of Clarence-Rockland <mouellet@clarence-rockland.com>; Municipality of Casselman <sdion@casselman.ca>; Town of Hawkesbury <Infoclerk@hawkesbury.ca>; Township of Alfred & Plantagenet <arochefort@alfred-plantagenet.com>; Township of Champlain <alison.collard@champlain.ca>; Township of East Hawkesbury <hvilleeneuve@easthawkesbury.ca>; Township of Russell <clerk.greffe@russell.ca>; United Counties of Prescott and Russell <mcadieaux@prescott-russell.on.ca>; City of Pembroke <pembroke@pembroke.ca>; County of Renfrew <ckelley@countyofrenfrew.on.ca>; Town of Arnprior <ojacob@arnprior.ca>; Town of Deep River <jmellon@deepriver.ca>; Town of Laurentian Hills <cao@laurentianhills.ca>; Town of Petawawa <choward@petawawa.ca>; Township of Admaston-Bromley <info@admastonbromley.com>; Township of Bonnechere Valley <annetteg@eganville.com>; Township of Brudenell, Lyndoch and Raglan <clerk-treasurer@blrtownship.ca>; Township of Greater Madawaska <clerk@greatermadawaska.com>; Township of Horton <nmoore@hortontownship.ca>; Township of Killaloe, Hagarty & Richards <tgorgerat@khrtownship.ca>; Township of Laurentian Valley <dsauriol@lvtownship.ca>; Township of Madawaska Valley <info@madawaskavalley.ca>; Township of McNab-Braeside <llee@mcnabbraeside.com>; Township of North Algona-Wilberforce <cao@nalgonawil.com>; Township of Whitewater Region <cmiller@whitewaterregion.ca>; United Townships of Head, Clara & Maria <clerk@headclaramaria.ca>; City of Barrie <wendy.cooke@barrie.ca>; City of Orillia <councilservices@orillia.ca>; County of Simcoe <clerks@simcoe.ca>; Town of Bradford West Gwillimbury <clerk@townofbwg.com>; Town of Collingwood <salmas@collingwood.ca>; Town of Innisfil <clerksoffice@innisfil.ca>; Town of Midland <sedgar@midland.ca>; Town of New Tecumseth <clerk@newtecumseth.ca>; Town of Penetanguishene <jlees@penetanguishene.ca>; Town of Wasaga Beach <clerk@wasagabeach.com>; Township of Clearview <shelmkay@clearview.ca>; Township of Essa <llehr@essatownship.on.ca>; Township of Ramara <jconnor@ramara.ca>; Township of Severn <agray@severn.ca>; Township of Springwater <renee.chaperon@springwater.ca>; Township of Tiny <swalton@tiny.ca>; City of Cornwall <clerk@cornwall.ca>; Township of North Dundas <njohnston@northdundas.com>; Township of North Glengarry <deputyclerk@northglengarry.ca>; Township of North Stormont <ccalder@northstormont.ca>; Township of South Glengarry <kcampeau@southglengarry.com>; Township of South Stormont <loriann@southstormont.ca>; United Counties of Stormont, Dundas and Glengarry <kcasselman@sdgcounties.ca>; City of Guelph <clerks@guelph.ca>; County of Wellington <jennifera@wellington.ca>; Town of Erin <clerks@erin.ca>; Town of Minto <annilene@town.minto.on.ca>; Township of Centre Wellington



The Corporation of the Town of Cobourg

Resolution

<kokane@centrewellington.ca>; Township of Guelph/Eramosa <aknight@get.on.ca>; Township of Mapleton <lwheeler@mapleton.ca>; Township of Puslinch <choyfox@puslinch.ca>; Township of Wellington North <kwallace@wellington-north.com>; City of Elliot Lake <nbray@city.elliottlake.on.ca>; City of Sault Ste Marie <cityclerk@cityssm.on.ca>; Municipality of Huron Shores <natashia@huronshores.ca>; Municipality of Wawa <moneill@wawa.cc>; Town of Blind River <katie.scott@blindriver.ca>; Town of Bruce Mines <jdavis@brucemines.ca>; Town of Spanish <info@townofspanish.com>; Town of Thessalon <debbie@thessalon.ca>; Township of Dubreuilville <scasey@dubreuilville.ca>; Township of Hilton <admin@hiltontownship.ca>; Township of Jocelyn <admin@jocelyn.ca>; Township of Johnson <gmartin@johnsontownship.ca>; Township of Laird <info@lairdtownship.ca>; Township of Macdonald, Meredith & Aberdeen Add'l <laceyk@ontera.net>; Township of Plummer Additional <info@plummertownship.ca>; Township of St. Joseph <clerkadmin@stjosephstownship.com>; Township of Tarbutt <clerk@tarbutt.ca>; Township of the North Shore <municipalclerk@townshipofthenorthshore.ca>; Township of White River <cao@whiteriver.ca>; Village of Hilton Beach <clerk@hiltonbeach.com>; City of Timmins <clerks@timmins.ca>; Town of Cochrane <clerk@cochraneontario.com>; Town of Hearst <jlecours@hearst.ca>; Town of Iroquois Falls <Treasurer@Iroquoisfalls.com>; Town of Kapuskasing <townkap@ntl.sympatico.ca>; Town of Moosonee <info@moosonee.ca>; Town of Smooth Rock Falls <townhall@townsrf.ca>; Township of Black River Matheson <treasurer@blackriver-matheson.com>; Township of Fauquier-Strickland <nvachon@fauquierstrickland.com>; Township of Mattice-Val Cote <gcoulombe@matticevalcote.ca>; Township of Opatatika <twpopas@persona.ca>; City of Dryden <aeuler@dryden.ca>; City of Kenora <hphulak@kenora.ca>; Municipality of Red Lake <christine.goulet@redlake.ca>; Municipality of Sioux Lookout <clerk@siouxlookout.ca>; Township of Ear Falls <kballance@ear-falls.com>; Township of Ignace <info@ignace.ca>; Township of Machin <clerktreasurer@visitmachin.com>; Township of Sioux Narrows - Nestor Falls <info@snnf.ca>; Municipality of Billings <jwhite@huronkinloss.com>; Municipality of Gordon/Barrie Island <clerk@gordonbarrieisland.ca>; Town of Gore Bay <aniemi@gorebay.ca>; Town of Northeastern Manitoulin and The Islands <pccress@townofnemi.on.ca>; Township of Assiginack <info@assiginack.ca>; Township of Burpee & Mills <pgilchrist787@gmail.com District of Muskoka <clerk@muskoka.on.ca>; Town of Bracebridge <lmcdonald@bracebridge.ca>; Town of Gravenhurst <kayla.thibeault@gravenhurst.ca>; Town of Huntsville <clerk@huntsville.ca>; Township of Georgian Bay <kway@gbtownship.ca>; Township of Lake of Bays <csykes@lakeofbays.on.ca>; City of North Bay <karen.mcisaac@northbay.ca>; Municipality of East Ferris <municipality@eastferris.ca>; Municipality of Temagami



The Corporation of the Town of Cobourg

Resolution

<clerk@temagami.ca>; Municipality of West Nipissing
<mducharme@westnipissing.ca>; Town of Mattawa <info@mattawa.ca>; Township of
Bonfield <cao.clerk@bonfieldtownship.org>; Township of Calvin
<clerk@calvintownship.ca>; Township of Chisholm <info@chisholm.ca>; Township of
Mattawan <admin@mattawan.ca>; Township of Papineau-Cameron
<clerk@papineaucameron.ca>; Township of South Algonquin
<clerk@southalgonquin.ca>; Municipality of Callander <egunnell@callander.ca>;
Municipality of Magnetawan <kvroom@magnetawan.com>; Municipality of McDougall
<lwest@mcdougall.ca>; Municipality of Powassan <clerk@powassan.net>;
<aquinn@powassan.net>; Municipality of Whitestone <deputy.clerk@whitestone.ca>;
Town of Kearney <nicole.gourlay@townofkearney.ca>; Town of Parry Sound
<rjohnson@townofparrysound.com>; Township of Armour <clerk@armourtownship.ca>;
Township of Carling <clerksoffice@carling.ca>; Township of Joly
<office@townshipofjoly.com>; Township of Machar <alonymachar@vianet.ca>;
Township of McKellar <clerk@mckellar.ca>; Township of McMurrich/Monteith
<clerk@mcmurrichmonteith.com>; Township of Nipissing
<admin@nipissingtownship.com>; Township of Perry
<beth.morton@townshipofperry.ca>; Township of Ryerson
<clerk@ryersontownship.ca>; Township of Seguin <cjeffery@seguin.ca>; Township of
Strong <clerk@strongtownship.com>; Township of The Archipelago
<mmartin@thearchipelago.on.ca>; Village of Burk's Falls <clerk@burksfalls.ca>; Village
of South River <clerk@southernriver.ca>; Village of Sundridge <naustin@sundridge.ca>;
Town of Fort Frances <cgreig@fortfrances.ca>; Town of Rainy River
<rainyriver@tbaytel.net>; Township of Alberton <alberton@jam21.net>; Township of
Atikokan <sue.bates@atikokan.ca>; Township of Chapple <cao@chapple.on.ca>;
Township of Dawson <gilesp@tbaytel.net>; Township of Emo <cao@emo.ca>;
Township of La Vallee <administration@lavallee.ca>; Township of Lake of the Woods
<lakeofthewoodstwp@tbaytel.net>; Township of Morley
<townshipofmorley@gmail.com>; Municipality of French River <clerk@frenchriver.ca>;
Municipality of Killarney <cbeauvais@municipalityofkillarney.ca>; Municipality of
Markstay-Warren <rforgette@markstay-warren.ca>; Municipality of St. Charles
<clerk@stcharlesontario.ca>; Town of Espanola <jburke@espanola.ca>; Township of
Baldwin <karin@baldwin.ca>; Township of Sables Spanish Rivers <awhalen@sables-
spanish.ca>; City of Thunder Bay <cityclerk@thunderbay.ca>; Municipality of
Greenstone <kristina.miousse@greenstone.ca>; Municipality of Neebing
<neebing@neebing.org>; Municipality of Oliver Paipoonge
<wayne.hanchard@oliverpaipoonge.on.ca>; Municipality of Shuniah
<nhunley@shuniah.org>; Town of Marathon <info@marathon.ca>; Township of Conmee
<conmee@conmee.com>; Township of Dorion <mavis@doriontownship.ca>; Township



The Corporation of the Town of Cobourg

Resolution

of Gillies <gillies@gilliestownship.com>; Township of Manitouwadge <mhartling@manitouwadge.ca>; Township of Nipigon <cao@nipigon.net>; Township of O'Connor <twpoconn@tbaytel.net>; Township of Red Rock <cao@redrocktownship.com>; Township of Schreiber <cao@schreiber.ca>; Township of Terrace Bay <cao@terracebay.ca>; Municipality of Charlton and Dack <info@charltonanddack.com>; Town of Cobalt <cobalt@cobalt.ca>; Town of Englehart <mrobinson@englehart.ca>; Town of Kirkland Lake <clerk@tkl.ca>; Town of Latchford <jallen@latchford.ca>; Township of Armstrong <amyvickerymenard@armstrong.ca>; Township of Brethour <brethour@parolink.net>; Township of Casey <lise_chhk@parolink.net>; Township of Chamberlain <info@chamberlaintownship.com>; Township of Coleman <toc@colemantownship.ca>; Township of Evanturel <clerk@evanturel.com>; Township of Gauthier <diannesayer3@hotmail.com>; Township of Harley <admin@harley.ca>; Township of Harris <harris@parolink.net>; Township of Hilliard <twphill@parolink.net>; Township of Hudson <admin@hudson.ca>; Township of James <elklake@ntl.sympatico.ca>; Township of Kerns <admin@kerns.ca>; Township of Larder Lake <info@larderlake.ca>; Township of Matachewan <clerktreasurer@matachewan.ca>; Township of McGarry <treasure@ntl.sympatico.ca>; City of Oshawa <clerks@oshawa.ca>; City of Pickering <clerks@pickering.ca>; Durham Region <clerks@durham.ca>; Municipality of Clarington <clerks@clarington.net>; Town of Ajax <clerks@ajax.ca>; Town of Whitby <clerk@whitby.ca>; Township of Brock <clerks@brock.ca>; Township of Scugog <clerks@scugog.ca>; Township of Uxbridge <dleroux@uxbridge.ca>; City of Burlington <clerks@burlington.ca>; Halton Region <regionalclerk@halton.ca>; Town of Halton Hills <valeriep@haltonhills.ca>; Town of Milton <townclerk@milton.ca>; Town of Oakville <townclerk@oakville.ca>; City of Niagara Falls <clerk@niagarafalls.ca>; City of Port Colborne <cityclerk@portcolborne.ca>; City of St. Catharines <clerks@stcatharines.ca>; City of Thorold <clerk@thorold.com>; City of Welland <clerk@welland.ca>; Niagara Region <clerk@niagararegion.ca>; Town of Fort Erie <clerk@forterie.ca>; Town of Grimsby <skim@grimsby.ca>; Town of Lincoln <clerks@lincoln.ca>; Town of Niagara-on-the-Lake <clerks@notl.com>; Town of Pelham <clerks@pelham.ca>; Township of Wainfleet <mciuffetelli@wainfleet.ca>; Township of West Lincoln <jdyson@westlincoln.ca>; City of Brampton <cityclerksoffice@brampton.ca>; City of Mississauga <city.clerk@mississauga.ca>; Peel Region <regional.clerk@peelregion.ca>; Town of Caledon <Nathan.Hyde@caledon.ca>; City of Cambridge <clerks@cambridge.ca>; City of Kitchener <clerks@kitchener.ca>; City of Waterloo <clerkinfo@waterloo.ca>; Region-Waterloo <regionalclerk@regionofwaterloo.ca>; Township of Wellesley <gkosch@wellesley.ca>; Township of Wilmot <clerks@wilmot.ca>; Township of Woolwich <jsmith@woolwich.ca>; City of Markham <clerks@markham.ca>; City of



The Corporation of the Town of Cobourg

Resolution

Richmond Hill <clerks@richmondhill.ca>; City of Vaughan <clerks@vaughan.ca>; Town of East Gwillimbury <clerks@eastgwillimbury.ca>; Town of Georgina <clerks@georgina.ca>; Town of Newmarket <clerks@newmarket.ca>; Town of Whitchurch-Stouffville <clerks@townofws.ca>; Township of King <clerks@king.ca>; York Region <regional.clerk@york.ca>; Council Secretariat <clerks@aurora.ca>; Municipality of Dutton Dunwich <tkretschmer@duttondunwich.on.ca>; Township of Faraday <clerk@faraday.ca>; Township of Moonbeam <bgravel@moonbeam.ca>; Township of Pickle Lake <townclerk@picklelake.org>; Municipality of South Dundas <clebrun@southdundas.com>; Township of Hornepayne <deputyclerk@hornepayne.ca>; Township of Chapleau <cao@chapleau.ca>; Township of Oro-Medonte <yaubichon@oro-medonte.ca>; Grey County <Tara.Warder@grey.ca>; Village of Thornloe <thornloe@outlook.com>; Township of Tay <lmckay@tay.ca>; Municipality of Central Manitoulin <ddeforge@centralmanitoulin.ca>; Township of Adjala-Tosorontio <clerk@adjtos.ca>; Township of Nairn & Hyman <melaniebilodeau@nairncentre.ca>; Township of Athens <athens@myhighspeed.ca>; Municipality of Trent Lakes <clerk@trentlakes.ca>; Township of North Kawartha <c.parent@northkawartha.ca>;

Elbows Up For Climate Action

An open letter from Canada's local leaders

Messrs. Blanchet, Carney, Pedneault, Poilievre, Singh, and Ms. May:

We are mayors and councillors from across Canada, where we represent and serve millions of residents of all political backgrounds. Like so many of you, we are already feeling the effects of U.S. trade attacks in our communities through lost jobs, uncertainty for businesses, and increased costs of daily living.

Increasingly, we are also guiding our communities through another kind of crisis: recurring wildfires, floods, storms and deadly climate events. **We believe this is the moment for Canada to fight back, by investing in national projects that will connect and protect our country from the dual threats of tariffs and climate change.**

Leading through a climate emergency changes you. You can't witness elderly neighbours overheating in low-income apartments during a heat wave, and not recognize the critical role of well-insulated, affordable housing. You can't comfort people who have lost everything in floods and fires, and not wonder how we will afford to rebuild. You can't watch your kids and loved ones choke on toxic wildfire smoke without **knowing the time to act boldly on climate change is right now – because later is too late.**

Over the past decade, we've watched wildfires rip through nearly every part of our country. Just like you, we were stunned when Lytton disappeared off the map. Then parts of Halifax went up in flames. Last year, wildfires engulfed the iconic and beloved Jasper. What's next? Who's next?

We can't keep watching our homes, towns and forests burn to a crisp, and pretend the status quo is working or safe. We can't adapt our way out of this problem.

It is time for us to get to work. We are proposing five bold and achievable ideas the next federal government can implement as soon as it is elected, to tariff-proof our economy and create a jobs boom in every community:

- **create a national East-West-North clean electric grid**, delivering affordable energy to urban, rural and Indigenous communities across the country;
- **build a national high-speed rail network**, and extend it with locally-made electric buses to reach every community in this country;
- **build at least two million non-market, energy-efficient homes**, creating more affordable, transit-linked communities;
- **make our homes and buildings warmer in winter, cooler in summer** with retrofits and heat pump installations across the country, that will cut energy bills and pollution;
- **.... and fund a national resilience, response and recovery strategy** so our communities can prepare for the climate disasters we know are coming, respond when they hit, and rebuild afterwards.

These projects would create hundreds of thousands of good local jobs in cities, rural and Indigenous communities, using Canadian steel, aluminum and lumber. They would bolster our economy and make daily life safer and more affordable for all of us. We *can* afford to pay for them now: by redirecting billions of dollars in fossil fuel subsidies, and strengthening the polluter pays principle, for example.

This is the kind of action that this moment calls for. That is why it has been so disappointing to hear voices following Donald Trump's lead and using this crisis to revive long-dead and unpopular pipeline projects. Let's be honest: new pipelines require massive public handouts, trample on Indigenous sovereignty, and mean more climate disasters hitting our cities and towns in years to come.

As local leaders, we know that whatever their political backgrounds, our constituents are worried about the same things: good jobs; a safe and affordable place to live; and confidence that their leaders have a plan for the next crisis we face, whether a climate disaster – or an economic sucker punch from our closest ally.

We are facing a growing climate threat, and an attack on our economic sovereignty. We can and must take them both on at once. This federal election, let's put our elbows up for climate action, and commit to truly national projects to protect and connect our country.

Signed

Councillor Neville Abbott, **Lions Bay**
Councillor Samantha Agtarap, **Port Moody**
Conseiller Francis Allaire, **Blainville**
Councillor Phil Allt, **Guelph**
Conseiller Pierre-Luc Arseneault, **Chandler**
Councillor Jordan Back, **North Vancouver**
Councillor Adam Baden-Clay, **Antigonish County**
Councillor Lori Baldwin-Sands, **St. Thomas**
Conseillère Anne Barabé, **Boucherville**
Former Mayor Lisa Barrett, **Bowen Island**
Councillor Dale Bass, **Kamloops**
Councillor Haley Bateman, **Niagara**
Councillor Jeff Bateman, **Sooke**
Mairesse Évelyne Beaudin, **Sherbrooke**
Councillor Scott Beaver, **St. Mary's**
Councillor Donna Bell, **Sechelt**
Councillor Nancy Bepple, **Kamloops**
Mayor Andrew Black, **Tantramar**
Mayor Merlin Blackwell, **Clearwater**
Conseiller Loïc Blancquaert, **Saint-Lambert**
Councillor Gabrielle Blatz, **Wetaskiwin**
Conseiller Jacques Bouchard, **Saint-Jérôme**
Councillor Phil Brennan, **Severn**
Conseillère Gabrielle Brisebois, **Montmagny**
Councillor Riley Brockington, **Ottawa**
Mayor Alan Brown, **Butternut Valley**
Councillor Don Brown, **View Royal**
Councillor Matthew Brown, **Kaslo**
Mayor Vickey Brown, **Cumberland**
Councillor Jo-Dee Burbach, **Stratford**
Councillor Guy Burry, **Muskoka Lakes**
Councillor Sue Cairns, **Kimberley**
Councillor Ruby Campbell, **New Westminster**
Councillor Leanne Caron, **Guelph**
Deputy Mayor Marty Carr, **Ottawa**
Councillor Erin Caton, **Guelph**
Deputy Mayor Godwin Chan, **Richmond Hill**
Councillor Debbie Chapman, **Kitchener**
Mayor Scott Christian, **Region of Queens**
Councillor Karen Cilevitz, **Richmond Hill**

Former Mayor Charlie Clark, **Saskatoon**

Mayor Lucas Cleveland, **Cobourg**

Conseiller Jean Cloutier, **Deschambault-Grondines**

Councillor Will Cole-Hamilton, **Courtenay**

Mayor Spencer Coyne, **Princeton**

Conseillère Catherine Craig-St-Louis, **Gatineau**

Councillor David Croal, **Gibsons**

Conseiller Alvaro Cueto, **Longueuil**

Maire Martin Dampousse, **Varenes**

Councillor Tom Davis, **St. John's**

Councillor Tobin Day, **Georgian Bluffs**

Councillor Lisa Deacon, **Russell Township**

Conseiller Etienne Decelles, **Sainte-Angèle-de-Monnoir**

Councillor Matt Dell, **Victoria**

Councillor Kacy DeLong, **District of Lunenburg**

Conseillère Anik Des Marais, **Gatineau**

Conseillère Alicia Despina, **Québec**

Councillor Sean Devine, **Ottawa**

Mayor Corrie DiManno, **Banff**

Councillor Deborah Doherty, **Collingwood**

Mayor Rob Douglas, **North Cowichan**

Councillor Nadia Dubyk, **Grey Highlands**

Conseiller Étienne Dupuis, **Crabtree**

Councillor Hilary Eastmure, **Nanaimo**

Councillor Alison Evans, **Pitt Meadows**

Area Director Andrew Fall, **qathet Regional District**

Councillor Jay Fallis, **Orillia**

Councillor Jon Farmer, **Owen Sound**

Councillor and Islands Trustee Sue Ellen Fast, **Bowen Island**

Councillor Ryan Fequet, **Yellowknife**

Councillor David Ferreira, **London**

Councillor Jane Fogal, **Halton Hills**

Mayor Adrian Foster, **Clarington**

Deputy Mayor Sarah Fowler, **Tahsis**

Councillor Skylar Franke, **London**

Councillor Danielle Fraser, **Westville**

Councillor David Froh, **Regina**

Councillor Pete Fry, **Vancouver**

Area Director Justine Gabias, **Halfmoon Bay**

Councillor Nora Gambioli, **District of West Vancouver**

Councillor Chantal Garneau, **Halton Hills**

Councillor Amit Gaur, **Parksville**

Conseillère Mélodie Georget, **Mont-Saint-Hilaire**

Maire Paul Germain, **Prévost**

Councillor Ben Geselbracht, **Nanaimo**

Councillor Derek Giberson, **Oshawa**

Councillor Cindy Gilroy, **Winnipeg**

Conseillère Christine Gingras, **Plessisville**

Councillor Angela Girard, **North Vancouver**

Councillor Rodrigo Goller, **Guelph**

Councillor Robin Goodfellow-**Baikie, North West River**

Councillor Steve Gray, **Metchosin**

Councillor Lauren Greenlaw, **Squamish**

Councillor Alison Gu, **Burnaby**

Maire Pierre Guénard, **Chelsea**

Maire Marc-André Guertin, **Mont-Saint-Hilaire**

Councillor Wendy Hall, **Jasper**

Councillor Danika Hammond, **New Denver**

Mayor Jennifer Handley, **Nanton**

Councillor Colby Harder, **Langford**

Councillor Jimmy Hassan, **Kingston**

Former Mayor Lisa Helps, **Victoria**

Councillor Erin Hemmens, **Nanaimo**

Councillor Bonnie Henderson, **Stratford**

Former Mayor Brad Henderson, **Saint Andrews**

Councillor Tasha Henderson, **New Westminster**

Deputy Mayor Benjamin Hendriksen, **Yellowknife**

Mayor Greg Henley, **Oxford**

Councillor Linda Heshka, **Melville**

Councillor Doug Hillian, **Courtenay**

Councillor Claire Holloway Wadhvani, **Port Hope**

Councillor Jenn Houghtaling, **Cumberland County**

Conseiller David Huggins-Daines, **Sainte-Adèle**

Mayor Armand Hurford, **Squamish**

Mayor Michael Hurley, **Burnaby**

Mayor Richard Ireland, **Jasper**

Councillor Trina Isakson, **Powell River**

Councillor Chris Istace, **North Cowichan**

Former Mayor Don Iveson, **Edmonton**

Conseillère Rita Jain, **Chelsea**

Councillor Michael Janz, **Edmonton**

Councillor Laine Johnson, **Ottawa**

Mayor Patrick Johnstone, **New Westminster**

Councillor Evan Jolicoeur, **Courtenay**

Councillor Christopher Justice, **North Cowichan**

Mayor Todd Kasenberg, **North Perth**

Councillor Theresa Kavanagh, **Ottawa**

Councillor Jonathan Kerr, **Comox**

Councillor Susan Kim, **Victoria**

Mayor Peter Koetsier, **Township of Georgian Bay**

Mayor Sean Krausert, **Canmore**

Councillor Cameron Kroetsch, **Hamilton**

Mayor Dan Kutcher, **Summerside**

Councillor Johanna Kwakernaak, **Berwick**

Conseiller Dominic Labrie, **Chelsea**

Councillor Joy Lachica, **Peterborough**

Councillor Michel Lalonde, **Champlain**

Maire Guillaume Lamoureux, **La Pêche**

Conseiller Jérémy Laplante, **Paspébiac**

Conseillère Julie Lavoie, **Beloil**

Councillor Casey Law, **New Denver**
Mayor Andrew LeBlanc, **Riverview**

Conseiller Joey Leckman, **Prévost**
Conseillère Line Légaré, **Saint-Adolphe-d'Howard**
Councillor Jeff Leiper, **Ottawa**
Conseiller Martin Leprohon, **Saint-Basile-le-Grand**
Conseillère Laure Letarte-Lavoie, **Sherbrooke**
Councillor Rik Logtenberg, **Nelson**
Mayor Adam Lordon, **Miramichi**
Councillor Joel Loughead, **Grey Highlands**
Councillor Gord Lovegrove, **Kelowna**
Councillor Amy Lubik, **Port Moody**
Area Director Patti MacAhonic, **Fraser Valley Regional District**
Conseillère Cecilia Macedo, **Laval**
Councillor Kate MacNaughton, **Prince Edward County**
Councillor Leah Main, **Silverton**
Councillor Lucy Maloney, **Vancouver**
Councillor Paul Manly, **Nanaimo**
Councillor John Manuel, **Golden**
Mairesse Maude Marquis-Bissonnette, **Gatineau**
Mairesse Marie-Andrée Mauger, **Verdun, Montréal**
Area Director Robyn Mawhinney, **Strathcona Regional District**
Councillor Brian Mayes, **Winnipeg**
Councillor Reid McAlpine, **Markham**
Mayor Dorothy McCabe, **Waterloo**
Councillor Melanie McCollum, **Courtenay**
Councillor Ian McGrath, **Truro**
Councillor Cat McGurk, **Yellowknife**
Councillor Jessica McIlroy, **North Vancouver**
Councillor Tom McLennan, **Yellowknife**
Area Director Donna McMahon, **Sunshine Coast Regional District**
Conseillère Robin McPherson, **St. Catharines**
Councillor Jennifer Meilleur, **Comox**
Councillor Shawn Menard, **Ottawa**
Conseillère Kim Méthot, **Saint-Basile-le-Grand**
Former Mayor, David Miller, **Toronto**
Mayor Nicole Minions, **Comox**
Councillor Cathy Moore-Coburn, **Georgian Bluffs**
Mayor Andy Morel, **Rossland**
Conseiller David Morin, **Mont-Saint-Hilaire**
Councillor Wendy Morin, **Courtenay**
Councillor Lenore Morris, **Whitehorse**
Trustee Deb Morrison, **Islands Trust**
Councillor Joy-Anne Murphy, **Camrose**
Area Director Alison Nicholson, **Cowichan Valley Regional District**
Councillor Katrina Nightingale, **Pemberton**
Councillor Troy Nixon, **Fernie**
Councillor Vincent Noël, **La Prairie**
Conseiller Jérôme Normand, **Montréal**

Councillor Lukas Oakley, **County of Brant**

Deputy Mayor Sheilagh O'Leary, **St. John's**

Councillor Sean Orr, **Vancouver**

Councillor Lisa Osanic, **Kingston**

Conseiller Keith Page, **Nelson**

Councillor Aaron Paquette, **Edmonton**

Councillor Jasmin Parker, **Saskatoon**

Conseillère Valérie Patreau, **Outremont, Montréal**

Local Trustee Laura Patrick, **Salt Spring Island / Islands Trust**

Conseillère Véronique Payette, **Crabtree**

Councillor Leslie Payne, **Nelson**

Councillor Elizabeth Peloza, **London**

Councillor Kourtney Penner, **Calgary**

Councillor Gord Perks, **Toronto**

Councillor Liz Petrie, **Goderich**

Councillor Chris Pettingill, **Squamish**

Councillor Teale Phelps Bondaroff, **Saanich**

Councillor Stéphanie Plante, **Ottawa**

Mairesse Valérie Plante, **Montréal**

Councillor Catherine Pope, **North Vancouver**

Maire Jacques Poulin, **Fossambault-sur-le-Lac**

Councillor Matt Rodrigues, **Waterloo**

Councillor Sherri Rollins, **Winnipeg**

Councillor Erin Rutherford, **Edmonton**

Councillor Bridget Ryan, **Erin**

Councillor Maita Santiago, **Burnaby**

Councillor Dianne Saxe, **Toronto**

Councillor Ken Sentance, **Thorold**

Councillor Margo Sheppard, **Fredericton**

Conseillère Julie Simoneau, **La Prairie**

Councillor Anne Skipsey, **Qualicum Beach**

Councillor Alison Smith, **Lunenburg**

Councillor Evan Spencer, **Calgary**

Councillor Tony St-Pierre, **Sooke**

Mayor Michelle Staples, **Duncan**

Councillor Wendy Stephen, **Kingston**

Councillor Dan Stevens, **Chase**

Councillor Anne Stevenson, **Edmonton**

Former Mayor Kennedy Stewart, **Vancouver**

Councillor Jenna Stoner, **Squamish**

Councillor Stephanie Stretch, **Kitchener**

Councillor Jenny Tan, **Maple Ridge**

Councillor Keren Tang, **Edmonton**

Councillor Kyle Tapper, **Mackenzie**

Councillor Alvin Tedjo, **Mississauga**

Councillor Daniel Tetrault, **Burnaby**

Conseiller Jonathan Théorêt, **Chertsey**

Councillor Troy Therrien, **Cumberland**

Conseillère Natacha Thibault, **Otterburn Park**

Conseillère Isabelle Thibeault, **Mont-Saint-Hilaire**

Councillor Dave Thompson, **Victoria**
Councillor Jeremy Thorne, **Riverview**,
Area Director Roger Tierney, **Regional District of Central Kootenay**
Councillor Senos Timon, **Saskatoon**
Deputy Mayor Nathan Townend, **Loyalist Township**
Councillor Brandon Tozzo, **Kingston**
Maire Mathieu Traversy, **Terrebonne**
Councillor Sam Trosow, **London**
Conseiller Alexandre Turcotte, **Otterburn Park**
Conseiller Benjamin Turcotte, **Val-d'Or**
Conseillère Elizabeth Ulin, **Montreal West**
Councillor Tony Valente, **North Vancouver**
Conseillère Stephanie Valenzuela, **Montreal**
Councillor Penny Varney, **Gravenhurst**
Mairesse Mélanie Villeneuve, **Otterburn Park**
Conseiller Christopher von Roretz, **Dorval**
Councillor Mary Wagner, **Langford**
Councillor Tim Wake, **Bowen Island**
Councillor Courtney Walcott, **Calgary**
Councillor Nick Ward, **Cumberland**
Conseiller Alexandre Warnet, **Laval**
Councillor Pat Warren, **Kawartha Lakes**
Mayor Bob Wells, **Courtenay**
Councillor Courtney Wentzell, **Region of Queens**
Mayor David West, **Richmond Hill**
Deputy Mayor Ghislaine Wheaton, **St. Stephens**
Councillor Laura White, **Halifax**
Councillor Howard Williams, **Wolfville**
Councillor Pam Wolf, **Region of Waterloo**
Councillor Michael Wolfe, **Richmond**
Councillor Sean Wood, **Parksville**
Councillor Theresa Wood, **District of Invermere**
Councillor Jesse Wright, **District of Mackenzie**
Councillor Julie Wright, **Waterloo**
Councillor Keith Yacucha, **Langford**
Councillor Shanon Zachidniak, **Regina**
Councillor Margaret Zwart, **Clarington**

Join Us





Box 608, Little Current, POP 1K0
705-368-3500

Please see below a Resolution passed by the Council of Northeastern Manitoulin and the Islands.

If your Council supports this motion please share with the appropriate Ministries and Organizations.

Thank You

Resolution No. 75-03-2026

Moved by: B. Wood

Seconded by: P. Aelick

Whereas the Town of Northeastern Manitoulin and the Islands, like many municipalities, utilizes chip-and-tar surface treatment on a significant portion of its road network; and

Whereas the Town has observed a substantial decrease in the length of time these treated roads remain in acceptable condition; and

Whereas the quality and durability of the oil used in the surface treatment appears to be a contributing factor; and

Whereas the Ministry of the Environment amended its regulations several years ago, permitting only lighter-grade oils for environmental considerations; and

Whereas the reduced durability of the lighter-grade product has resulted in more frequent resurfacing cycles and has consequently led to increasing maintenance costs;

Now therefore be it resolved that the Town of Northeastern Manitoulin and the Islands respectfully requests that the Ministry of the Environment reconsider its decision regarding the lighter grade of oil, taking into account the increased number of applications required, as well as the associated additional time, energy, and financial burden placed on municipalities or develops a better alternative oil.

And Further that this motion be forwarded to the Ministry of Environment, AMO, Good Roads, FONOM, MPP Bill Rosenberg, and all other municipalities.

Carried



Ontario's Tax Freeze: Costing Jobs, Raising Prices

Unfair property tax policies are placing a hidden tariff on consumers, driving up the cost of goods and putting immense pressure on small businesses. Local retailers, the backbone of our communities, are overtaxed, threatening jobs and economic stability across Ontario.



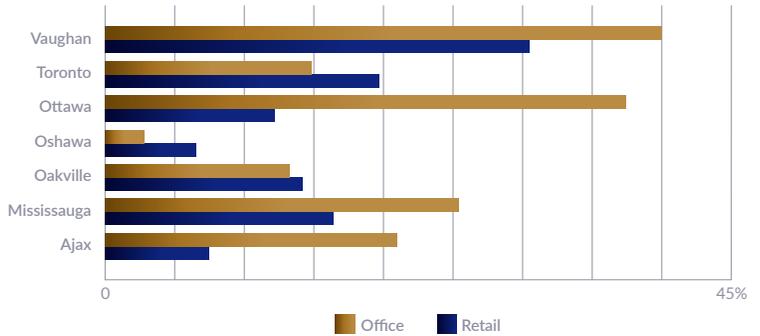
Who's Bearing the Hidden Consumer Tariff in Ontario?

Local Businesses, Unfairly Taxed

Unfair taxation is placing a hidden burden on local communities across Ontario. Independent businesses are overtaxed, driving up prices for consumers and putting jobs and livelihoods at risk. Residents are paying the price while trying to support their local retailers.

Residents want to support local businesses but are facing higher prices due to an outdated tax system that favors large properties. This province-wide issue is putting undue pressure on communities and demands immediate action.

Median Overtaxation



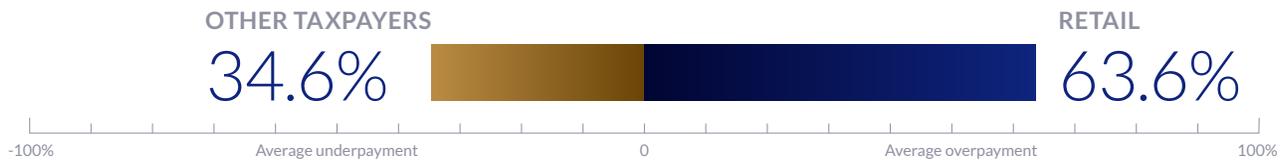
Retail and Office Tenants Overpay While Others Get a Pass

Ontario's outdated assessed values are putting jobs and local businesses at risk. Retail and office tenants are taxed based on inflated values, while other businesses get a pass—leaving everyday residents to make up the difference through higher prices.

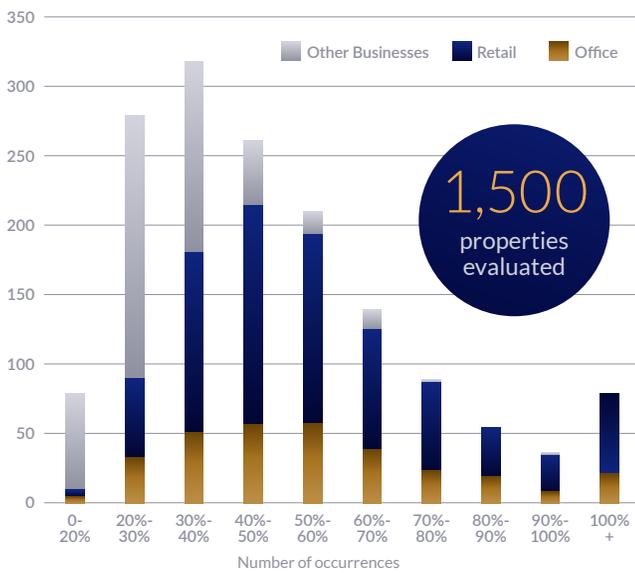
It's time to reassess and restore fairness.



% Under/Over Taxation

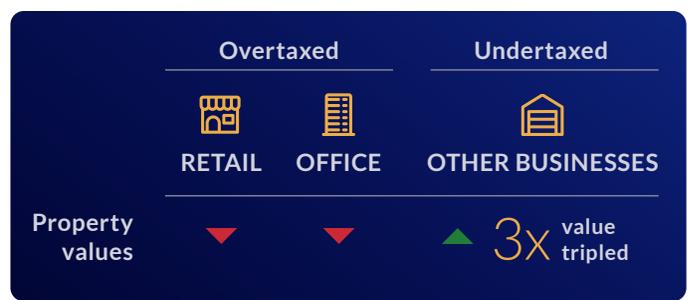


Assessed Value as % of Sale Price



Property Taxes Out of Sync with Reality

Ontario's property tax system is out of sync with market reality. Retail and office properties have declined in value, yet remain overtaxed, while other businesses—whose values have tripled—are undertaxed.



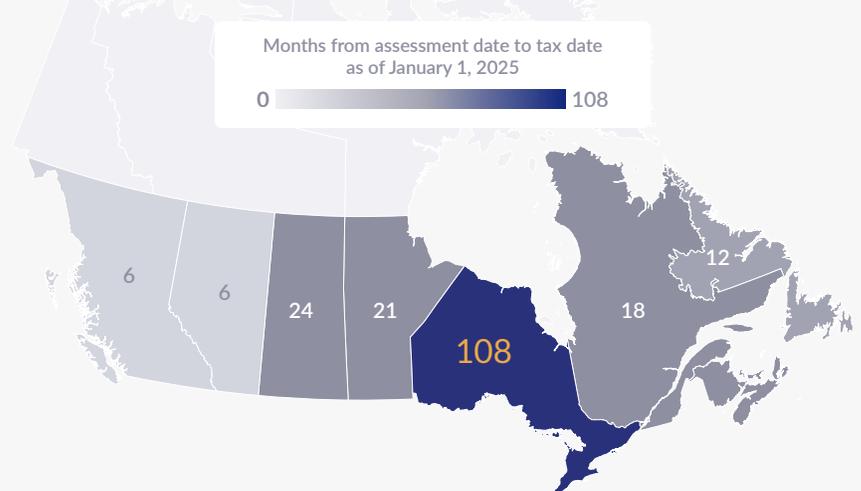
Without reassessment, struggling retail and office sectors face rising costs, lower occupancy, and mounting pressure.

The Only Province Without Reassessment Since the Pandemic

Ontario is the only province that hasn't reassessed property values since the pandemic. As of January 1st 2025, Ontario taxes were based on values that are 108 months in the past, while in the rest of Canada assessed values are 6-24 months in the past.

Regular reassessments give businesses the stability to plan and invest. Without it, struggling sectors like retail and office face uncertainty and discouraging costs.

How out of date are Ontario assessments?



It's Time to Reassess and Restore Fairness

Reassess Ontario's Properties:
Support Local Jobs and Economic Balance

Learn more at ryan.com



We kindly request that that Council call on the Government of Ontario to promptly move to update property assessments in the Province.

The following resolution has been drafted for Council's consideration at its next meeting:

- **WHEREAS** a well-functioning and up-to-date assessment system supports strong communities and makes the province an attractive place to invest; and
- **WHEREAS** property assessments in Ontario have not been updated in over a decade, making them the most outdated in Canada, while provinces such as Alberta and British Columbia update assessments annually to reflect current market conditions; and
- **WHEREAS** the prolonged pause in the reassessment cycle has created significant distortions in assessed values, resulting in inequities among property classes; and
- **WHEREAS** outdated assessments negatively impact investment decisions, economic competitiveness, municipal planning, and disproportionately affect independent small businesses; and
- **WHEREAS** reassessments are designed to be revenue neutral for the municipality, ensure fairness in taxation, maintain public confidence in the property tax system, and support long-term municipal financial planning; and
- **WHEREAS** a coalition of municipalities, chambers of commerce, tourism organizations, small businesses, and major property owners have called upon the Government of Ontario to update property assessments;
- **NOW THEREFORE BE IT RESOLVED THAT** the Council of **[Name of Municipality]** hereby calls upon the Premier of Ontario and the Minister of Finance to direct the Municipal Property Assessment Corporation to promptly resume the regular property assessment cycle; and
- **BE IT FURTHER RESOLVED THAT** a copy of this resolution be forwarded to the Honourable Doug Ford, Premier of Ontario; the Honourable Peter Bethlenfalvy, Minister of Finance; the Honourable Rob Flack, Minister of Municipal Affairs and Housing; the Association of Municipalities of Ontario; and the Municipal Property Assessment Corporation for their consideration and timely action.

THE CORPORATION OF THE TOWNSHIP OF MALAHIDE

BY-LAW NO. 26-19

Being a By-law to adopt, confirm and ratify matters dealt with by resolution of the Township of Malahide.

WHEREAS Section 5(3) of the Municipal Act, 2001, c. 25, as amended, provides that the powers of every council are to be exercised by by-law;

AND WHEREAS in many cases, action which is taken or authorized to be taken by the Township of Malahide does not lend itself to the passage of an individual by-law;

AND WHEREAS it is deemed expedient that the proceedings of the Council of the Township of Malahide at this meeting be confirmed and adopted by by-law;

NOW THEREFORE the Council of The Corporation of the Township of Malahide **HEREBY ENACTS AS FOLLOWS:**

1. THAT the actions of the Council of the Township of Malahide, at its regular meeting held on April 2, 2026 in respect of each motion, resolution and other action taken by the Council of the Township of Malahide at such meeting is, except where the prior approval of the Ontario Municipal Board or other authority is required by law, is hereby adopted, ratified and confirmed as if all such proceedings were expressly embodied in this By-law.
2. THAT the Mayor and the appropriate officials of the Township of Malahide are hereby authorized and directed to do all things necessary to give effect to the action of the Council of the Township of Malahide referred to in the proceeding section.
3. THAT the Mayor and the Clerk are hereby authorized and directed to execute all documents necessary in that behalf and to affix thereto the corporate seal of the Township of Malahide.
4. THAT this By-law shall come into force and take effect upon the final passing thereof.

READ a **FIRST** and **SECOND** time this 2nd day of April, 2026.

READ a **THIRD** time and **FINALLY PASSED** this 2nd day of April, 2026.

Mayor, D. Giguère

Clerk, A. Adams